

**ST. AUGUSTINE CATHOLIC
HIGH SCHOOL**

S T U D E N T H A N D B O O K

64th Year

2014-2015

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

NOTE: PARENTS AND STUDENTS ARE ADVISED THAT THE ACKNOWLEDGEMENT FOUND BELOW IS TO BE SIGNED, DATED, DETACHED, AND RETURNED TO ST. AUGUSTINE ON THE 1st DAY OF CLASS. It is the responsibility of students and parents to familiarize themselves with the Student Handbook and school policies. Ignorance of these will not exonerate. It is the student's responsibility to conduct himself in accordance with the established codes of conduct.

ACKNOWLEDGEMENT:

BY THE ACT OF REGISTERING MY SON AT ST. AUGUSTINE HIGH SCHOOL. WE (I) ACKNOWLEDGE AND AGREE TO ABIDE BY ALL SCHOOL POLICIES AND REGULATIONS RELATIVE TO PARENTAL INVOLVEMENT AND SUPPORT, AND FURTHER AFFIRM THAT OUR (MY) SON WILL OBSERVE ALL STUDENT POLICIES AND REGULATIONS GOVERNING HIS TENURE AT THIS SCHOOL. WE (I) ACKNOWLEDGE AND CONSENT THAT THE PRINCIPAL OF ST. AUGUSTINE HIGH SCHOOL HAS THE AUTHORITY TO UNILATERALLY DISMISS ANY STUDENT WHO VIOLATES ANY INFRACTION IN THIS HANDBOOK WHICH IS PUNISHABLE BY DISMISSAL. **FINALLY, WE (I) ACKNOWLEDGE AND CONSENT THAT MY SON MAY BE SUBJECT TO RANDOM DRUG SCREENINGS, ADMINISTERED BY THE PRINCIPAL, AND/OR ASSISTANT PRINCIPAL(S) AND/OR DEAN OF STUDENTS AT ST. AUGUSTINE HIGH SCHOOL.**

Parent/Guardian Name _____
(Please Print)

Student Name _____
(Please Print)

Parent/Guardian Signature _____

Student Signature _____

Parent/Guardian Name _____
(Please Print)

Homeroom No. _____

Parent/Guardian Signature _____

Date _____

ST. AUGUSTINE CATHOLIC HIGH SCHOOL

ESTABLISHED IN 1951

founded by

*The Society of St. Joseph of the Sacred Heart
And
Dedicated Laypersons*

Approved by the Louisiana State Department of Education
1957

Accredited by the
Southern Association of Colleges and Secondary Schools
1957, 1964, 1975, 1986, 1998, 2007, 2014

Affiliated with the Catholic University of America
1957

Member
National Catholic Educational Association

Member
College Entrance Examination Board
1974

2600 A. P. Tureaud Avenue
New Orleans, Louisiana 70119-1299
School Phone: 504-944-2424

THE PHILOSOPHY OF ST. AUGUSTINE HIGH SCHOOL

Gratia est vita (Grace is life), the motto of St. Augustine High School, summarizes the basic belief that undergirds the existence of the school. It provides the perspective and the vision which gives motivation for St. Augustine's purpose and meaning to its curriculum. St. Augustine, our school patron, said "Thou hast made us for thyself, O Lord, and our hearts are restless until they rest in Thee." The life of grace is God's life which encompasses, permeates, and elevates every dimension of human life. An education based on this belief will endeavor to direct the development of each young man to the fullness of his own unique capacity, spiritually, mentally, physically, and socially. This will enable him to attain the fullness of life for which he was created, a life which is accountable to God, to self, and to others. In view of this belief, St. Augustine High School embraces the following goals:

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

Central to every person's life mission and to his total development is religion. Thus, this school offers its students the time, opportunity, and guidance to understand the ultimate purpose of their existence, to help them develop their God-given talents, and to grow in their families, the church, and community. The school firmly believes that faith in Jesus Christ and in His "Good News" is basic to the understanding of life, its purpose and meaning. Therefore, the school pays particular attention to religious education, thus encouraging students to know God better and love Him more through religious instruction, the frequent reception of the sacraments, days of prayer, service projects, and the challenge of living every day in the presence of God. At the core of this philosophy, the school emphasizes the importance of creating a family-like

atmosphere rooted in kindness and cheerfulness. To this end, educators strive to build a personalized rapport with the students, which consists of friendliness and affirmation, while at the same time, carefully providing structures that promote self-discipline. The professional and supportive staff seeks to enter the students' world and understand their values. The educators are not merely content with imparting knowledge to their students; they seek to help their students recognize their inner worth and dignity as children of God and to develop their own unique gifts and skills. In this way, students are enabled to know and understand themselves better and are empowered to creatively build a better world.

THE HISTORY OF ST. AUGUSTINE HIGH SCHOOL

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

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

St. Augustine High School led the way in battling segregation in New Orleans. The successful legal challenges mounted by the school resulted in the de-segregation of the high school athletics in the state of Louisiana. The famed "Marching 100" was the first African-American high school band to march in the REX parade on Mardi Gras Day.

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

In the aftermath of Hurricane Katrina which devastated New Orleans and the Gulf Coast region in August of 2005, St. Augustine High School closed its doors for the first time since its inception. In January of 2006, the administrations of St. Mary's Academy, St. Augustine High School, and Xavier University Preparatory collaborated to establish the MAX School of New Orleans. This event guaranteed the post-Katrina survival of the three historically African-American Roman Catholic High Schools in New Orleans.

By the grace of Almighty God, through the intercession of Mary the Mother of God and our great patrons St. Joseph and St. Augustine, the doors of St. Augustine High School re-opened in August of 2006 to once again commence the work of forming African-American males according to the traditions, values, and standards that have been the hallmark of St. Augustine since its inception. The hard work, dedication and sacrifices of many untold heroes are responsible for the post-Katrina resurrection of St. Augustine. The school no longer focuses on the devastation of Katrina, but on the new challenges of the post-Katrina era.

Throughout its history St. Augustine has maintained a tradition of strong discipline, and a program of studies which challenges each student to achieve his fullest individual potential. St. Augustine has always served a very diverse student population, seeking to enable each and every student to maximize his potential. Various methodologies have been used throughout the history of the school to achieve this, from homogeneous groupings to diversified instruction methods. St. Augustine aims to prepare students of all academic aptitudes to function successfully in his professional endeavors.

THE JOSEPHITE FATHERS AND BROTHERS

The Josephite Fathers and Brothers are an American Society of priests and brothers whose ministry is to bring the Gospel to all, and to work for the full incorporation of the black people into the Church and into human society.

The Josephites (officially known as the Society of St. Joseph of the Sacred Heart) were founded in 1871 by a group of priests who had been members of the English Mill Hill Foreign Mission Society of St. Joseph, a Society which had begun work in America in the Black Apostolate after the Civil War.

The Josephites now number 88 priests and 4 brothers, whose chief work remains in the parish ministry. The Society administers 68 parishes and 6 mission churches, scattered from Baltimore to California. The Josephites care for the spiritual needs of 100,000 of the approximately 2,000,000 Black Catholics in America.

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

St. Augustine High School was dedicated on August 26, 1951, the and only high school of the Josephite Society other than its own seminary colleges. At present, five Josephite priests and one brother serve in various roles at St. Augustine.

The Josephite Society has subsidized the operation of St. Augustine High School in an amount exceeding one million dollars. This amount represents the monies contributed by the Josephites to make up the difference between tuition income and

actual operating costs. The figure mentioned does not take into account the hundreds of thousands of dollars contributed services (salaries not taken) by the priests and brothers who have worked at St. Augustine through the years. All furnishings, equipment and supplies have been provided by the Josephite Society.

The Josephites are proud that St. Augustine numbers five priests, three of them Josephites, and two religious brothers, both Josephites, among its graduates.

MISSION STATEMENT

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

GOALS

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

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

CHILD ABUSE LAWS

St. Augustine High School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Family Education Rights and Privacy Act – The Buckley Amendment

St. Augustine High School adheres to the Buckley Amendment regarding access to student records and academic confidentiality.

POLITICAL AND COMMERCIAL ENDORSEMENTS

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

PARENTAL ROLE IN EDUCATION

Parents are expected to be loyal partners in educational process. Parents and teachers must trust each other's commitment to the success of our students. Division of authority between school and home only teaches students disrespect for the very authority under which they must function. This division inevitably impairs the student's chances for success. Parents must be consistent in supporting the educational experience they have freely chosen for their sons.

PARENTAL INVOLVEMENT

Close cooperation between the parents and the school is necessary if the school is to succeed in achieving the goal for which it was established. All St. Augustine Parents are invited to become active members in the Parent Teacher Student Association. Through membership they will promote cooperation between home and school. They will enjoy the social contacts which come from working on committees and participating in social events. Parents are also encouraged to get involved in the Booster Clubs attached to various school programs.

Parents involved in these organizations must always remember that these groups exist to assist the administration in supporting the various activities of the school. They function under guidelines approved by the school administration and under the administration's direction. These organizations do not exist to create or direct school policies, or to interfere with the operation of the various organizations/ programs of the school. Their primary relationship is with the administration of the school.

PARENTAL MONITORING OF STUDY HABITS

St. Augustine administers your son's education for seven hours of each school day. For the remaining hours of the week, and the weekend, the burden of supervising his study (and of protecting your considerable investment) reverts to you. We would like to offer some suggestions to you that will help create an atmosphere of disciplined study at home.

1. Never permit study with the accompaniment of television or radio.
2. Severely restrict your son's use of television.

3. MONITOR AND RESTRICT YOUR SON'S USE OF THE TELEPHONE ON SCHOOL EVENINGS. It is our experience that free use of the telephone constitutes one of the most significant distractions to boys of high school age, often with serious consequences.
4. Ask to see completed written homework assignments each day.
5. If your son states that he has no written homework in any class for three consecutive days, contact the teacher or the Principal.
6. All students of St. Augustine High School are expected to study for at least three hours in preparation for the next school day.
7. During the first month of school, review with your son the "STUDIES" section found in this Handbook. Review it several times until you are satisfied your son has mastered the procedure.

PARENT TEACHER STUDENT ASSOCIATION

Note: The Parent Club officially adopted the name Parent Teacher Student Association (PTSA) during the 1989-90 school session.

The PTSA has traditionally been a strong support group of St. Augustine High School. The PTSA is primarily a fundraising organization. Its purpose is to raise money to defray the cost of needed purchases and improvements. The school relies very heavily on the talents and dedication of its parents to generate funds. Therefore, as a parent, you will be expected to participate in all authorized fundraising projects of the PTSA.

PTSA meetings are a vital means of communication between the Administration of the school and the parents on a wide variety of situations and issues that arise during the course of the year. Your attendance at the meetings is necessary for you to be fully participative in your son's education. Each general meeting is preceded by a meeting of the officers of the PTSA to prepare the agenda of the general meeting. All meetings begin at 6:00 pm in the Cafeteria. 2008-2009 meeting dates are as follows:

(PTSA) MEETINGS

General Meetings

September 11, 2014

November 13, 2014

February 5, 2015

May 14, 2015

SCHOOL-SPONSORED CLUBS

Several of the larger extra-curricular programs have Booster Clubs established to provide positive male role models for St. Augustine students. All such clubs exist solely to assist the administration of St. Augustine High School to accomplish its

overall mission and to support the organizations to which they are attached by means of authorized fundraising and other approved activities. The Administration of the school has established a comprehensive fundraising program for students and parents to ensure the continued operation of the school and to improve its facilities and programs.

ALL SCHOOL FUNDRAISING IS UNDER THE ADMINISTRATION AND SUPERVISION OF THE PRINCIPAL.

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

All by-laws, statutes and other governing documents must be first approved by the administration of St. Augustine High School. The administration has the authority to amend or abrogate such documents at its discretion.

All fundraising events must have prior approval by the school administration. All financial transactions, i.e., payment of fees, purchase of items (t-shirts, organization uniforms, etc.), must take place at and through the Finance Office. No monies are to be collected by or paid to any persons other than the personnel in the Finance Office. At special fundraising events, an orderly system for the collection of monies will be established by the Finance Office personnel.

Only bank accounts approved by the school administration may exist in connection with any school sponsored clubs. These accounts are school accounts and the St. Augustine High School Administration has ultimate authority as regards the disbursement of funds from these accounts. The administration will work closely with the leadership of these organizations to coordinate fundraising activities in light of the particular needs of the organizations to which these clubs are attached. Nothing may be purchased for or in the name of St. Augustine High School without the express permission of the Principal and the authorization of the Finance Office.

PARENT-TEACHER CONFERENCES

The Parent-Teacher Conferences should be attended without fail. These afford parents/guardians the opportunity to meet with individual teachers about their son's progress, and any difficulties he may be having. All Instructors are present for Parent-Teacher conferences.

To accommodate all parents, we ask that conferences be limited to a maximum of five minutes. If more time is needed, parents must schedule an appointment with teachers during their non-teaching period.

Report Cards will be distributed to students this year. Parents/guardians will be notified via EDLINE that Report Cards have been distributed. All parents/guardians should attend Parent-Teacher Conferences. It is absolutely mandatory that the parents of students with grades of D or F attend Parent-Teacher Conferences. If for some serious reason parents/guardians cannot attend parent/teacher conferences on the night scheduled, then they must arrange to come to the school as soon as possible after these conferences. Students whose parents are mandated to come to school may be sent home at the discretion of the principal until parents/guardians have arranged a conference. Progress reports are given to students directly.

DATES OF PARENT/TEACHER CONFERENCES 2014-2015

Wednesday, September 16	6:00 p.m. to 7:30 p.m.	All Grades
Wednesday, November 18	6:00 p.m. to 7:30 p.m.	All Grades
Wednesday, February 3	6:00 p.m. to 7:30 p.m.	All Grades
Wednesday, March 24	6:00 p.m. to 7:30 p.m.	All Grades

REPORT CARDS

Report cards or progress reports are distributed electronically approximately every four ½ weeks. After each distribution, the school will communicate with parents to make them aware of students who are doing poorly in studies, and who are in danger of failing. The final report is distributed in paper form to parents.

REPORT CARD DATES

Progress Reports Issued	End of Marking Period	Report Cards Distributed
September 17, 2014	October 10, 2014	October 14, 2014
November 19, 2014	December 19, 2014	January 6, 2015
February 4, 2015	March 13, 2015	March 17, 2015
April 22, 2015	May 19, 2015	May 22, 2015

ATTENDANCE

DISASTER PROCEDURE

St. Augustine High School follows the guidelines and decisions of the Archdiocese of New Orleans in the event of emergency or disaster. St. Augustine will not conduct school on any day on which the Archdiocesan School Office announces that schools will be closed.

TARDINESS AND ABSENTEEISM

Tardiness and absenteeism are seriously disruptive to the disciplinary climate of the school, and such as, cause serious harm to all academic programs. It is the position of St. Augustine that tardiness and absenteeism are problems for which the responsibility must be borne by the parent, not by the school.

Parents should be aware that the rule stating that a student is dropped after sixteen absences is based on the law of the State of Louisiana requiring a minimum of 167 days of attendance in a year in order to earn a unit of credit.

A STUDENT CANNOT BE PROMOTED IF HE IS ABSENT 16 OR MORE DAYS DURING A SCHOOL YEAR.

St. Augustine will drop from school any student who has accumulated sixteen (16) absences. The absentee may be dropped either during the year, or at the end of the school year.

Excused absences are counted toward the maximum number of absences allowed by the state. An excuse does not exonerate a student or exempt him from this rule. An unexcused absence is subject to the following disciplinary measures.

Tardy Offense(s)	Absent Offense(s)
1. After school detention	1. No action
2. After school detention	2. Letter sent to parent
3. Saturday detention	3. Saturday detention and parental conference
4. Saturday detention and parental conference	4. Saturday detention and parental conference
5. Saturday detention, parental conference, and placed on attendance probation	5. Saturday detention and placed on attendance probation
6. Saturday detention	6. Saturday detention
7. Saturday detention	7. Saturday detention
8. Saturday detention	8. Recommendation for dismissal
9. Saturday detention	9. Administration
10. Saturday detention, parental conference, and maybe recommendation for dismissal	10. Administration
11. Saturday detention	11. Administration
12. Saturday detention	12. Administration
13. Saturday detention	13. Administration
14. Saturday detention	14. Administration
15. Recommendation for dismissal	15. Administration
	16. Administration

The attendance status of students on physician-sanctioned extended medical leave will be considered on a case by case basis.

St. Augustine may drop from its rolls a student who has been tardy fifteen (15) or more days. After five (5) tardies or absences a Saturday Detention may be

assigned. Additional notification will be sent home if tardiness or absenteeism continues. The student may be dropped at the end of the quarter or at the end of the year.

Poor academic performance and disciplinary problems will play a role in determining whether or not a student surpassing fifteen (15) tardies will be dropped from school.

Chronic tardiness and absenteeism will be brought to the attention of the parents. If the problems are not corrected, the student is subject to dismissal. The Principal and the Faculty will determine, in each student's case, the severity of the attendance problem, and the degree to which the educational process is impaired in the case of that student.

ATTENDANCE PROBATION

Attendance Probation consists in a special agreement signed by parent and student governing specific attendance of a chronically tardy or absent student, adherence to which will be required for the student to remain enrolled at St. Augustine.

TARDINESS

A student who is tardy, or who has been absent, must report to the Attendance Officer and obtain an admission pass before he enters class. If a student fails to report to detention he becomes subject to disciplinary action.

ABSENTEE PROCEDURES/POLICY:

1. WHEN A STUDENT IS ILL AND CANNOT ATTEND SCHOOL, HIS PARENTS ARE EXPECTED TO NOTIFY THE SCHOOL AND TEACHERS BY PHONE AND/OR EMAIL BETWEEN 7:30 -9:00 AM; IDENTIFYING THE SPECIFIC REASON FOR THE STUDENT'S ABSENCE. PARENTS SHOULD ALSO CHECK THE ATTENDANCE AS LISTED ON GRADE UPDATES, PROGRESS REPORTS, AND REPORT CARDS.
2. **Extended absence due to illness of more than three days requires a statement in writing from the doctor who treated the absent student. This statement is presented to the Attendance Officer.**
3. IF A STUDENT REPORTS TO SCHOOL AFTER 9:00 am (2nd period of school), HE WILL BE RECORDED AS ABSENT, EVEN THOUGH HE COMPLETES THE REMAINDER OF THE DAY IN SCHOOL.
4. The school must be notified in writing whenever a student is going to be absent three or more days.
5. Truancy is any unnecessary absence from school. Truants will be subject to suspension or dismissal.

6. After every absence, on the day he returns to school a student must bring to school a signed note from a parent or guardian explaining the absence. The note must give reason for absence, and not merely announce the absence.
7. In the event the student does not return to school with the proper documentation, the parent / guardian must do the following by 9:00 am:
 1. Either pick your son up from school or;
 2. Provide the written documentation.

If neither is done your son will be placed on suspension (1-3 days).
8. Students who are to be excused to participate in a special or scheduled event concerning which the principal or his delegate has given permission must obtain an excuse slip from the Attendance Officer the day before, in order to be granted an excuse. The student requesting an excuse must present a note from a parent or guardian giving the reason for the request and their permission for the student to attend.
9. **A STUDENT MAY NOT PARTICIPATE IN OR ATTEND SCHOOL ACTIVITIES ON A DAY WHEN HE HAS BEEN ABSENT FROM SCHOOL. THIS INCLUDES ALL ATHLETIC AND SOCIAL EVENTS, INCLUDING WEEKEND EVENTS WHEN THE STUDENT HAS BEEN ABSENT ON THE LAST SCHOOL DAY PRECEDING THE WEEKEND. STUDENTS VIOLATING THIS POLICY WILL BE SUBJECT TO SUSPENSION.**

ABSENTEEISM AND VOLUNTARY WITHDRAWAL

Parents who voluntarily withdraw their son should complete the formal withdrawal process at the Business Office immediately to avoid the accumulation of excessive absences on their son's record. The absences of students not formally withdrawn will remain on their official school record and could negatively impact their ability to receive credit for courses taken. Once these absences reach twenty, the student will be automatically dropped from the school.

EARLY SIGN-OUT

1. Parents are reminded that routine doctors' appointments and errands for family business are not considered grave. Doctors' appointments should be made outside school hours. Students who are excused and who miss two classes will be marked absent.
2. Students who must leave prior to general dismissal must have their parent/guardian report to the school. Students are not permitted to check out for the day unless a parent/guardian or other person designated by the parent/guardian on the emergency form kept in the Business Office presents himself/herself in person and signs the check-out book in the office. Parents/guardians will be required to produce identification. **Except in dire emergencies, students will not be excused once a class has started. Parents will have to wait until the class is ended before student will be released.** *The school reserves the right to refuse to allow a student to check out early.*

THE BUSINESS OFFICE

The Business Office is the first place of contact for all parents/visitors. ALL parents/guardians or visitors MUST report to the Business Office.

The Business Office is open from 7:20 a.m. to 3:30 p.m.

The school wishes to remind parents that the Business Office will not relay messages to students except in cases of emergencies, when the nature of the emergency is specified.

The Business Office will not accept from anyone any articles that a student has forgotten, such as books, uniforms, band instruments, etc. after 8:10 a.m. **Please do not aid and abet your son's lack of responsibility.**

BUSINESS OFFICE PROTOCOL

The Business Office Staff are professional personnel and conduct the business office of the school in strict accordance with the policies, rules, and regulations established in this handbook and other relevant school documents. All visitors are expected to conduct themselves professionally, with decorum, and in strict accordance with Handbook policies and procedures. Any disturbance caused by any visitor will result in the immediate dismissal of that person from the premises and, if the person causing the disturbance is a parent, guardian, or representative of a student, said disturbance may result in the dismissal of the student from the school. Failure to comply with this request to leave the premises will result in contact of local law enforcement and a charge of trespassing.

TELEPHONE CALLS

Students are not permitted to use cell phones from the moment the student ENTERS the GATE, in the morning, until dismissal. All telephone calls must be directed to the Business Office. **PARENTS SHOULD NEVER CALL STUDENTS ON THEIR CELL PHONES DURING SCHOOL HOURS!!!** Band Room and Athletic Office telephones may never be used by a student under any circumstances.

Parents are reminded that no messages will be delivered to students during the school day except in cases of utmost urgency and necessity. Students using cell phones during school will be subject to penalties.

Parents are encouraged to contact teachers concerning academic and/or behavioral concerns. Parents should either contact the school and leave a message for that teacher or email the teacher directly. Teachers will return phone calls or respond to

the email within 24 hours. The school number is 504-944-2424. The school FAX number is 504-947-7712.

VISITORS

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

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

ALL visitor attire must be appropriate for St. Augustine High School.

- Female visitors are prohibited from wearing any of the following:
 - Short shorts or skirts
 - Clothing that reveals your body in a suggestive manner
 - House slippers.
- Male visitors are prohibited from wearing any of the following:
 - Sagging bottoms
 - Slippers
 - Hats or caps indoors
 - A-line shirts

All visitors are also prohibited from wearing exposed clothing that is immoral or promotes illegal activities.

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

GUIDELINES FOR APPOINTMENTS

Parents **CANNOT** expect to see a teacher or an administrator without an appointment. The time and date of the appointment must be amenable to all involved. Parents who come for a specific conference may not roam about the school beyond that conference area without authorization.

Parents may arrange a conference by contacting the teacher directly through email, or they may leave their contact information at the Business Office. Parents who have difficulty contacting a teacher should immediately inform the Assistant Principal so that a meeting between parent and teacher can be arranged. Parents are encouraged to send a copy of all emails sent to teachers to the Assistant Principal.

In order to avoid disruption of classes, a parent is to report to the main office when coming to school, and he or she is not to detain any student or visit a classroom without proper authorization from an administrator.

No visitor is permitted to loiter near the Business Office or any other part of the campus if they do not have a specific reason for being present. Visitors asked to leave campus must do so immediately or they will be charged with trespassing.

Any parent/guardian who refuses to abide by the Appointment Guidelines will subject his/her son to dismissal.

SPECIAL APPOINTMENTS

If a parent/guardian has unsuccessfully attempted to reach a teacher, counselor, or the assistant principal in reference to an academic concern, or if a parent/guardian has a particular concern about a disciplinary situation directly or indirectly affecting their son, or any other special concern, that parent/guardian should contact the Business Office to schedule an appointment with the principal. The general nature of the concern should be identified at the time the appointment is made. The appointment will be arranged at a time mutually convenient and in a timely fashion.

EDLINE

EDLINE is the official instrument of communication between the school and parents/guardians. Only in special instances will information be sent via the US Postal Service. Each student is assigned an Edline® account and each parent/guardian has a separate Edline® account. Both accounts must be activated. Weekly emails to the entire school community, emails from teachers concerning their particular courses, class assignments, and grades will be posted on or emailed through Edline®. It is the responsibility of parents/guardians and students to check Edline® regularly for all communications. Families that do not have Internet access at home are responsible for information communicated via Edline®. Arrangements should be made to set up an accessible email address to which school communications may be sent.

MEDICATION/HEALTH CONCERNS

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

medication as prescribed by a licensed physician. No medication will be dispensed by the school without written parental authorization.

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

PHYSICAL EDUCATION – MEDICAL WAIVER

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

STUDENT PARKING

During regular school hours all students driving to school are required to park on the student lot on Law Street. Students may not park on the streets surrounding the school or in the neighborhood. Students **MUST** register their car at the business office. Any student who drives to school and does not park in the lot will forfeit the right to drive to school and be subject to additional school penalties including suspension and dismissal.

FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
3. A written **official permission slip**, signed by the parent, is required before a student will be permitted to attend a field trip activity. Verbal permission **will not** be accepted.
4. The Official School Permission Slip alone may be used to allow a student to leave school during school hours. If a student fails to bring his permission slip home, a copy of the school form must be obtained from the Business Office. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature. The signed original must be submitted on the following school day.

5. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
6. Parents may refuse to permit a student from participating in a field trip by stating so on the proper form. Students who do not attend a field trip must remain at home and will be marked absent for the day.

SCHOOL TRAFFIC

1. **Students who are not attending a supervised study session must remain in the yard until 7:20 a.m.** Any student who is attending a supervised study session may enter at 7:00 a.m.
2. **Students may never enter or leave the building through the front doors.**
3. Proper decorum and, as much as possible, silence are to be maintained at all times in school corridors.
4. Students may **ONLY** go to their lockers at the following times:
 - Prior to the homeroom period (7:20 - 7:30 a.m.)
 - Prior to the student's lunch period
 - Following dismissal at the end of the school day
5. When walking in corridors, students are to keep to the right, Congregating for conversation and socializing is never permitted when changing classes. Loitering in hallways, restrooms, and stairwells is not allowed.
6. When changing classes, the stairway at the Law Street end is for going to the second floor; the stairway at the Hope Street end is for descending to the first floor.
7. During lunch periods, students are not allowed:
 - In corridors or any unsupervised classroom
 - In the area behind the school buses when they are parked in the yard.
8. Students may not park on A. P. Tureaud Avenue in front of the school or on the Law Street and Hope Street sides of the school property. This area is reserved for Faculty parking.
9. Students may park in the Law Street auxiliary parking lot. During the school week, all cars parked on this lot must be removed from the lot at 3:30 pm to accommodate band practice.

FINANCIAL INFORMATION 2014-2015

TUITION AND FEES

Registration Fee	\$500.00
Tuition (6 th /8 th Grade)	\$5550.00
Tuition (9 th – 12 th Grades).....	\$6150.00
Technology Fee.....	\$550.00
Building Use Fee	\$450.00

Consumable Book/Lab Use Fee.....	\$450.00
8 th Grade Promotional & Activity Fee.....	\$75.00
Graduation Fee (Seniors Only).....	\$375.00

FEES

ALL FEES, including extra-curricular activity fees, are paid to the school at the Finance Office.

The Registration Fee is NON-REFUNDABLE, except in cases where St. Augustine will not allow a student to return. This clause applies to situations arising before the school year begins. Any student who is accepted on the condition of his performance in summer school, and is not finally accepted, will have the registration fee and any tuition paid in July refunded after all checks clear.

The Registration Fee, payable by all new and returning students, ensures a seat for the student(s). If the registration fee is not paid, and if tuition arrangements (full payment, loan, etc.) are not made by the established deadline, the student's name will be removed from the roll and his seat will be filled by a student on the waiting list.

All students, returning and new, must have an official gym uniform and two (2) school locks from the school bookstore. All NEW students will be issued one lock during orientation.

The Technology Fee is non-refundable and payable by all new, returning, and late entry students and it allows students to use the computers and other multimedia items at the school. It allows the school to maintain and improve the technological equipment used in the school.

The Building Use Fee, non-refundable and payable by all new, returning, and late entry students, will be used to maintain the current buildings and help furnish and maintain the new additions.

The Consumable Book/Lab Use Fee is non-refundable and is for the purchase of one-time usage text and work books and for the purchase of disposable lab equipment. The Graduation Fee is a one-time, NON-REFUNDABLE fee paid by seniors. This fee covers the cost for cap and gown, diploma, admit cards, and facility rental. Students will be personally responsible for announcements, name cards and any other graduation accessories. They will be directed to the vendor to purchase these items.

Students are required to report to the Finance Office to pay fees. Upon paying the fee, the student will receive a clearance form.

PRE-PAID TUITION PLAN

St. Augustine maintains a policy of pre-paid tuition. This policy applies to all students, in all grades.

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

For parents, who cannot or choose not to pay the full tuition for the year by the stated date through their own source of financing, arrangements can be made with First Bank and Trust, whose cooperation makes it possible for parents to finance full tuition at low bank rates.

Parents of returning will activate their loans ONLINE. Registration fees must be paid prior to completion of loan activation. Any parent who has not completed the Registration and Approved Loan Activation process by the deadline will be assessed a **LATE FEE**.

Parent of New students will sign their Loan activators when the registration fee is paid at the Finance Office. Loan activators must be signed when the registration fee is paid. If loan activators are not signed by the registration deadline, a processing fee of \$25 will be assessed. This fee must be paid in cash or money order. All parents must either take out the loan or pay tuition in full.

Loan payments are due the first of the month, beginning in July and ending in April. A late fee will be applied to your account by the bank if loan payments are not received and posted by the 10th of each month.

Parents who choose to provide their own sources of financing need not obtain a bank loan provided the entire payment is made to the school by the date listed in the calendar.

ST. AUGUSTINE HIGH SCHOOL FINANCIAL REGULATIONS

1. All tuition payments (including loan payments) must be kept current. A student whose tuition is not current is liable to having services suspended and may not return to school until the payment(s) are made current. **TUITION IS DUE THE FIRST OF EACH MONTH (JULY-APRIL).**
2. In order to take Mid-year or Final examinations, all financial obligations must be satisfied by the due dates. Failure to take an examination will result in a failure in the course and a \$15 fee assessed per make-up EXAM.
3. The Finance Office of the school levies a \$30 fine for each check returned for insufficient funds (NSF).
4. **ALL TRANSACTIONS IN THE BUSINESS OFFICE AND BOOKSTORE ARE IN CASH OR MONEY ORDER ONLY.** These include transactions such as the purchase of tickets for athletic events, dances, the prom, etc. The Finance Office accepts checks for regular registration, tuition and fees

- except during the last month of each semester. ALL PAYMENTS FOR SUMMER SCHOOL ARE TO BE IN CASH OR MONEY ORDER ONLY.
5. **Tuition refunds for early withdrawal and dismissed/expelled students are based upon the academic Quarter. Tuition for the entire Quarter must be paid once a student has attended school on the first day of the Quarter.** If a student withdraws or is expelled from school at any time, all financial obligations must be current before a transcript is issued. Loan cancellation fee of \$10 may be paid in cash or money order.
 6. A student may not participate in graduation, prom or ring ceremony unless all financial obligations have been satisfied.
 7. The school Finance Office is open as follows for business:
 - a. Regular School Days: 7:30 a.m. – 3:00 p.m.
 - b. Summer School Days 8:00 a.m. – 12:00 p.m.

POLICY REGARDING DELINQUENT LOAN PAYMENTS

The Finance Office will no longer mail monthly notices home or give those notices to students regarding delinquent accounts.

Tuition payments are due on the 1st of the month. The bank will allow payments through the 10th of the month before late fees are assessed. If payments are not made by the 10th of the month, the bank provides a “Delinquent List”. Those parents will receive calls from First Bank & Trust representative and a notice will be sent from the school via Ed-Line. Any students’ tuition that remains unpaid on the 15th, will have services suspended. The student will be REMOVED from class. When a loan becomes sixty (60) days delinquent, it is considered in default. With the school’s authorization First Bank and Trust will charge that loan back to the school. If the loan is charged back, the entire amount that is past due plus the remaining balance for the school year must be paid in **FULL** with cash, money order, or certified check to St. Augustine High School. If the loan amount is not paid, within five (5) business days, your son will be dropped from the school for non-payment of tuition.

All tuition payments must be current by Monday, December 9, 2013, so that students may take their examinations for the end of the first semester. If examinations are not taken at the scheduled time because of late payment of tuition, a ten (\$15) fine for **EACH MISSED EXAMINATION** must be paid to the Finance Office. These fines must be paid in cash or money order before the examinations are administered.

PENALTIES ASSOCIATED WITH DELINQUENT ACCOUNTS

The School reserves the right to initiate appropriate action and to impose penalties upon students to ensure the payment of accounts showing an outstanding balance following the designated due date. The following is by no means a comprehensive list of the penalties which may be imposed, but they do represent some of the most common situations encountered:

- Ordinarily, a student will **NOT** be permitted to attend school in the Fall of any academic term if his financial account for the previous year has not been paid-in-full by the last day of Summer School registration. After this deadline passes, the student will be automatically dropped from the school roll.

- Final grades will not be released at the end of the year for any student whose financial account is not paid-in-full. Parents will receive written notification that the final report card is being retained by the school until the account is settled.
- A student whose financial account is not paid-in-full to date will not be allowed to take mid-term or final exams. In such instances, the student will receive a grade of “0” until account has been paid and exams are made up.
- If the mid-term exam is not made up by the date of report card issue in January, the failing grade will become permanent and the student will be dismissed from the school.
- If the final exam is not made up by the last day of Summer School registration in June, the failing grade will become permanent and the student will be dismissed from the school.
- A student who fails to pay by the due date his share of the cost involved in participating in field trips, and other school activities may be excluded from such activities

STUDENT FINANCIAL LIABILITY

Students and their parents are financially responsible to the school for the total sum of monetary losses resulting from the loss of school property, vandalism, or damages occasioned by the careless use or misuse of school property. Parents will be notified by the Financial Administrator or his designee of the financial liability incurred and the provisions under which payment is to be made.

VOLUNTARY WITHDRAWAL/DISMISSAL/EXPULSION AND TUITION

If a student is voluntarily withdrawn, dismissed, or expelled from St. Augustine High School, he is responsible for all tuition obligations for the current Academic Quarter. Tuition refunds will be based on the balance remaining calculated from the beginning of the next Academic Quarter. A student withdrawn or dismissed during the Fourth Quarter must pay for the entire year. No fees will be refunded for withdrawn, dismissed, or expelled students. **FINAL PAYMENT OF ANY BALANCE DUE MSUT BE MADE IN CASH, MONEY ORDER, OR CASHIER’S CHECK. THERE ARE NO EXCEPTIONS.**

FINANCIAL CALENDAR

- | | |
|--------------------------------------|---|
| Friday, July 3, 2014. | First Tuition Payment Due |
| Wednesday, August 6, 2014 | Tuition loans must be current for students to attend classes. |
| Friday, September 19, 2014 | Deadline for seniors to pay Graduation Fee (\$375.00). If paid after deadline, a |

late fee of **\$25.00** will be assessed.

Friday, November 14, 2014	Last Day to accept checks for the First Semester; thereafter, Cash or Money Orders will be needed for all transactions.
Friday, December 5, 2014.	Deadline for ALL STUDENTS to have all financial obligations satisfied in order to be admitted to classes or take exams
Monday, February 24, 2015.	ONLINE registration and loan activation begins for returning students.
Friday, March 28, 2015	Deadline for REGISTRATION FEE for all NEW & Returning students who will attend in August, 2014. (Late Fees apply after this date.)
Friday, April 3, 2015.	Final Tuition Payment Due.
Friday, April 17, 2015	(a) Last Day to accept checks for the second semester; Cash or Money Orders will be needed for all transactions. (b) Deadline for SENIORS to have all financial obligations satisfied in order to be admitted to classes or take exams.
Thursday, April 25, 2015.	ALL OPEN BANK LOANS WILL BE CANCELLED. ANY REMAINING BALANCES MUST BE PAID IN CASH TO FINANCE OFFICE. ALL FEES WILL BE APPLIED.
Friday, May 1, 2015.	Deadline for UNDERCLASSMEN to have all financial obligations satisfied in order to be admitted to classes or take exams.
Friday, May 29, 2015	Deadline for NEW & RETURNING STUDENTS activate bank loans or pay full tuition. (Late fees apply after this date.)
Friday, May 29, 2015.	Deadline for submitting Work-Study Applications. REGISTRATION MUST BE PAID TO APPLY FOR WORK STUDY.

STUDENT ACCIDENT INSURANCE

St. Augustine provides student accident insurance through the Christian Brothers Service, Inc. This coverage is an excess coverage, as described in the literature distributed to each parent. It is the parents' responsibility to contact the Business Office of the school within 30 days in the event of an accident for the necessary forms. Each parent is requested to familiarize themselves with the policy coverage.

Parents and students are reminded that the student insurance provided through the Registration fee does NOT provide accident coverage for a student who rides a motorcycle, motor scooter, or any two or three wheeled vehicle to school.

THE WORK-STUDY PROGRAM

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

St. Augustine designates a certain sum of money each year for partial assistance to needy students. The family collaborates by paying according to its ability. The student agrees to collaborate by working at the school outside of class hours.

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

New students entering St. Augustine must first be accepted into the school in order to be eligible for consideration by the Work-Study Committee. Students already enrolled in St. Augustine who wish to be considered for Work-Study, must submit an application. **WORK-STUDY APPLICATIONS MUST BE SUBMITTED BY DUE DATE.** Work-Study applications are available at the Finance Office.

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

The Work-Study Program gives assistance for Tuition only. No fees are waived for students on Work-Study. Work-Study assistance is always partial assistance only. Every Work-Study student must make the designated payments of reduced tuition at the First Bank and Trust between the 1st and 10th of each month. Delinquency in payment of Work-Study tuition incurs the same penalties as any other delinquency in financial matters. Students owning automobiles are ineligible for Work-Study assistance.

THE LUNCH PROGRAM

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

Parents are encouraged to see that your son purchases lunch. It is strongly recommended that lunch be purchased on a weekly, monthly or bi-monthly basis. Purchases on a daily basis are discouraged. Please remember, students face a demanding day of five extended periods, four of which are spent in academic pursuits. They cannot perform effectively unless they are receiving proper nourishment. Parents must be vigilant about the proper health and nutrition of their sons.

All St. Augustine students are required to fill out the application form even if they do not intend to utilize the Food Service. This information is necessary to determine the school's eligibility to participate in Title programs.

ADMISSIONS POLICY

The admissions procedure begins on a date in January which is announced each year. Applicants for Seventh, Eighth, Ninth, and Tenth Grades must be present for all phases of the admission procedure, which consists of an examination, an interview, orientation, and the payment of an admissions fee. The criteria for acceptance are: satisfactory passing grades from a previous school, satisfactory performance on the examination, positive recommendation from the previous school, and an interview with the parents and applicant.

Admission to the Seventh, Eighth and Ninth Grade is based on the above criteria, and in addition satisfactory performance in special summer programs, and final rank in class in the summer program. The final ranking is based on class work and the judgment of summer program teachers concerning maturity and work habits.

Tenth grade applicants must have successfully completed units in English I, Algebra I, World Geography or World History, Physical Education, and two elective units, one of which should be in science. No applicant will be admitted into Tenth Grade unless he has earned six (6) of the twenty-three (23) units which are required for graduation from high school by the State of Louisiana. Additional applicants will be reviewed on a case by case basis.

All students applying to St. Augustine are required to provide to the school a complete record of grades (transcript) from their previous school. This record should show subject taken, grades received, and units of credit earned. No decision to admit an applicant will be made until this record has been received.

St. Augustine has fixed programs of studies. An entering student who lacks required units does not have the option or the opportunity to elect needed courses. Unit deficiencies may be made up in summer school prior to admission to St. Augustine.

St. Augustine gives consideration in the admissions process to sons of alumni, provided there is evidence of adequate ability to pursue one of the programs of study. The general policy of St. Augustine is not to admit transfer students into Eleventh and Twelfth grades.

BELL SCHEDULES

Being aware that education consists in more than “book learning,” parents and students are urged to cooperate on days when special schedules are in effect, (e.g. half-days, Mass, assemblies, standardized testing, etc.). These are educational experiences necessary for the full development of the high school student. Absence on these days deprives the student of these important experiences.

St. Augustine High School Bell Schedules

REGULAR SCHEDULE

55 minutes

(Bank Time - 12 days built in)

7:20 – 7:30	Enter Building	7:20 – 7:30	Enter Building
7:30 - 7:50	Homeroom	7:30 – 7:50	Homeroom
7:55 - 9:25	Period A/E	7:55 – 9:10	Period A/E
9:30 – 11:00	Period B/F	9:15 – 10:30	Period B/F
11:00 – 11:55	1st Lunch Period	10:30 – 11:25	1st Lunch
11:05 – 12:35	Period C/G (2nd Lunch)	10:35 – 11:50	Period C/G (2nd Lunch)
12:00 – 1:30	Period C/G (1st Lunch)	11:30 – 12:45	Period C/G (1st Lunch)
12:35 – 1:30	2nd Lunch Period	11:50 – 12:45	2nd Lunch
1:35 – 3:05	Period D/H	12:50 – 2:05	Period D/H

SHORT SCHEDULE

PM ASSEMBLY

60 MINUTES

7:20 – 7:30	Enter Building	7:20 – 7:30	Enter Building
7:30 – 7:50	Homeroom	7:30 – 7:50	Homeroom
7:55 – 8:55	Period A/E	7:55 – 9:35	Assembly
9:00 – 10:00	Period B/F	9:35 – 9:45	Return to Homeroom
10:05 – 11:05	Period D/H	9:50 – 10:50	Period A/E
11:10 – 12:10	1st Lunch	10:55 – 11:55	Period B/F
11:10 – 12:10	Period C/G (2nd Lunch)	12:00 – 1:00	1st Lunch
12:15 – 1:15	2nd Lunch	12:00 – 1:00	Period C/G (2nd Lunch)
12:15 – 1:15	Period C/G (1st Lunch)	1:05 – 2:05	2nd Lunch
1:15 – 1:20	Return to Homeroom	1:05 – 2:05	Period C/G (1st Lunch)
1:20 – 3:00	Assembly	2:10 – 3:10	Period D/H

AM ASSEMBLY

60 MINUTES

**EARLY DISSMAL
NO LUNCH – 45 MINUTES**

7:20 – 7:30	Enter Building
7:30 – 7:50	Homeroom
7:55 – 8:40	Period A/E
8:45 – 9:30	Period B/F
9:35 – 10:20	Period C/G
10:25 – 11:10	Period D/H

**EARLY DISMISSAL
WITH LUNCH – 45 MINUTES**

7:20 – 7:30	Enter Building
7:30 – 7:50	Homeroom
7:55 – 8:40	Period A/E
8:45 – 9:30	Period B/F
9:35 – 10:20	Period D/H
10:25 – 11:10	1 st Lunch
10:25 – 11:10	Period C/G (2 nd Lunch)
11:15 – 12:00	2 nd Lunch
11:15 – 12:00	Period C/G (1 st Lunch)
12:05	Dismissal

8 Period Schedule

7:15 – 7:30	Enter Building		
7:30 – 7:50	Homeroom	10:55 – 11:45	1 st Lunch/Period E
7:55 – 8:35	Period A	11:50 – 12:40	Period E/2 nd Lunch
8:40 – 9:20	Period B	12:45 – 1:25	Period F
9:25 -10:05	Period C	1:30 – 2:10	Period G
10:10 – 10:50	Period D	2:15 – 2:55	Period H

ACADEMIC CURRICULUM

PROGRAMS OF STUDY – HONORS PROGRAM

St. Augustine High School offers a college preparatory curriculum in both an honors and a regular program of study to all students. **St. Augustine utilizes a seven period schedule.**

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

The Honors Program is a four, five, or six-year course of study from Seventh through Twelfth Grades. This program begins with those students selected after completing the Summer Enrichment Program prior to entrance into the Seventh, Eighth, or Ninth grade. Eighth Grade Honors students take Algebra I to earn a Carnegie Unit. Students who apply after Ninth Grade, and who display promise of superior academic ability may be added to the Honors Program after successfully completing a Summer School trial program. Students will be removed from the honors program if they do not perform at an acceptable level.

THE ACCELERATED PROGRAM

The Accelerated Program consists in the same courses as the regular College Prep program, however these students are challenged at a level appropriate to their aptitude. Students may be moved into or out of the Accelerated Program based on twice-yearly reviews of performance.

The Program of Study for Students Enrolled in Honors Courses is as follows:

- Ninth Grade:** Theology I, English I, Geometry, Physical Science, Latin II or French/Span I, Computer Applications, World Geography, Physical Education
- Tenth Grade:** Theology II, English II, Algebra II, Biology, World History, French/Span I or II, (Business, Music, Fine Arts, Social Studies or Technology Elective, Louisiana Virtual School Course), Physical Education
- Eleventh Grade:** Theology III, English III, Advanced Math (H), Chemistry, American History (A.P. American History), [(2 Electives)—French/Span II, (Foreign Language III), Technology, Economics/Entrepreneurship or other Social Studies, Fine Arts, or Theology, (Louisiana Virtual School Course)], Physical Education
- Twelfth Grade:** Theology IV, English IV, (AP Calculus or Pre-Calculus), Physics, Civics, [(2 Electives)--Technology, (Foreign Language III), Business, Fine Arts, Economics/Entrepreneurship or other Social Studies, or Theology, Louisiana Virtual School AP or Regular Courses], Physical Education

The Program of Study for Students Enrolled in Accelerated or Regular Courses is as follows:

- Sixth Grade:** Theology 6, ELA 7, Math 7, General Science, World Studies, Music, Physical Education, Test Prep
- Seventh Grade:** Theology 7, ELA 8, Pre- Algebra , Life Science, American Studies, Music, Physical Education, Test Prep
- Eight Grade:** Theology 8, English I, Algebra I, Earth Science(High School Credit), Louisiana History, Music, Physical Education, Test Prep
- Ninth Grade:** Theology I, English I, Algebra I or (Algebra I, pt 1/pt. 2), Physical

Science, (French/Span I or Reading I), World Geography, Physical Education

Tenth Grade: Theology II, English II, Geometry, Biology, World History, French/Span I or II, (Reading II), (Business, Fine Arts, Social Studies), Physical Education

Eleventh Grade: Theology III, English III, Algebra II, Chemistry, American History, [French/Span I or II (Required)], [(Electives), Foreign Language III, Technology, Economics/Entrepreneurship or other Social Studies, Fine Arts, Music], Physical Education, ACT Prep

Twelfth Grade: Theology IV, English IV, [French/Span II (Required)], (Pre-Calculus, Advanced Math, or Algebra III), Physics or Environmental Science, Civics, [(Electives)--Technology, (Foreign Language III), Business, Fine Arts, Economics/Entrepreneurship or other Social Studies], Physical Education

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

Art: Fine Arts Survey-Art, Art I, Art II,
Technology: Web Design, Architecture, Basic Engineering, Mechanical Drafting
English: Journalism, Communication
Music: Fine Arts Survey-Music, Beginning Music, Intermediate Music, Advanced Music, Chorus
Social Studies: Intro to Business, African American Studies, Sociology, Economics, Entrepreneurship
AP Courses: Calculus, Biology, American History. Additional AP Courses and other electives are offered at St. Augustine through the Louisiana Virtual School.

GRADING SYSTEM

The following numerical values and their letter grade equivalents are in effect. The passing grade is 60 (D), and the college recommending grade is 70 (C). The 70(C) is the lowest possible grade which will qualify for a grade point average for college admissions.

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

HONOR ROLL REQUIREMENTS

An average of 100-90 merits Superior Achievement. An average of 93.4 - 84.5 merits inclusion on the Honor Roll. **All grades must be above 80.0 in order for a student to qualify for either Superior Achievement or Honor Roll.** All subjects taken are included in the Honor Roll.

Any failure on a semester examination will disqualify a student from the Honor Roll for that semester. The same requirements above apply to four years highest average awards. Honor Roll recognition will be given at the end of each quarterly marking period and each semester.

FAILURES

A student earns one unit of credit for each course at the end of the academic year. A student's final grade is computed by obtaining the average of the first quarter grade, the second quarter grade, the third quarter grade, and the fourth quarter grade. Should a student fail at the end of the year, he must make up the failure in summer school. **All failures must be remediated in St. Augustine's Summer School unless the course is not offered by the school.** Permission must be granted by the Principal or Assistant Principal for ANY summer school course to be taken for credit at another school.

1. If a student fails one (1) unit, the failure must be made up immediately in summer school. This is an absolute requirement for such a student to return to St. Augustine High School.
2. **It is the policy of the school to dismiss any student who fails two (2) units at the end of the year. At the discretion of the Faculty, such a student may be allowed to go to summer school and return to St. Augustine on Academic Probation. Academic Probation lasts for the duration of one academic year. If the student who is on probation fails any course, he is dropped from the school.**
3. **It is the policy of the school to drop any student who fails three (3) or more units. There is no recourse from this policy.**
4. **If a student fails a course in summer school, he is dismissed from the school, this includes summer school courses for which permission has been granted to be taken at another school.**
5. The school will communicate with parents orally or in writing concerning such matters as failures in a unit and/or required attendance at Summer School.
6. If a student is failing two or more units at the end of the 1st SEMESTER, the student may be recommended for dismissal.

FAILED QUIZZES/TESTS

St. Augustine faculty customarily require that any failing quiz or test be taken home by the student and returned signed by the parent. Failure on the part of the student to

comply with this practice is a serious disciplinary matter. Any attempt by a student to forge or produce a signature of a parent is punishable by dismissal.

MAKE-UP WORK

A student who is absent for any reason is required to make-up all work that is missed (tests, homework, notes, etc.). This make-up work should be done as soon as possible, but must be done by the end of the quarter unless the teacher specifies an earlier deadline. It is the student's responsibility to contact his teachers to obtain assignments for all make-up work and to complete it as desired.

Teachers are not required to give make-up work to students who are officially excluded from the school for any of the following:

- 1. Suspension for violating disciplinary regulations**
- 2. In financial indebt to St. Augustine High School.**

ACADEMIC PROBATION

Students who fail two courses at the end of an academic year, and are allowed to return to St. Augustine by a vote of the faculty, are placed on Academic Probation. Any student on Academic Probation who fails two courses at the end of the school year may not be allowed to return to St. Augustine at the discretion of the principal.

LEARNING DISABILITIES

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

It is the parent's / guardian's responsibility to provide the school with a psycho-educational evaluation by a certified medical professional to the principal, regarding the type of accommodations or services the student may require. This evaluation may come from a psychologist or learning disabilities specialist. In all cases, the decision for the school's ability to admit and / or service a student with special needs will be determined by the principal.

ACADEMIC SUPPORT

To ensure the academic success of all our students St. Augustine High School has a policy of mandatory Academic Support.

Beginning with the first progress report and reviewed at each subsequent marking period and progress report, it is mandatory for the parents/guardians of any student with a grade of (F) or a current GPA of 1.9 or below to have a conference with the subject teacher. The purpose of this meeting is to establish a course of action that will facilitate the student's achieving academic success. The student will be placed on Academic Support and MUST attend after school tutorials that will be conducted by the teacher. These tutorials are offered free of charge to all students. **Attendance at the tutorials will be the responsibility of the parents and the student.**

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

If at the next marking period the student no longer has an (F) and his current GPA has risen to 2.0 or above, the student will be removed from Academic Support. If the student's current GPA is still below 1.9, the student will remain on Academic Support and will be automatically suspended from all extra-curricular activities until the G.P.A. reaches a 2.0.

GRADUATION REQUIREMENTS

The State of Louisiana requires that each student completes 24 Carnegie Units in order to graduate. St. Augustine High School requires 28 Carnegie Units.

STATE REQUIREMENTS (LA Core 4)

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

St. Augustine's Programs of Studies exceed the number of units required by the State of Louisiana.

ST. AUGUSTINE'S GRADUATION REQUIREMENTS

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

GRADUATION WITH HONORS

A student must have an average quality point total of 4.2 and an average of 80.0 or above in each subject for each of the eight semesters from Ninth through Twelfth Grades (including Algebra I taken by Eighth grade honors students). Honors and rank in class are determined by the quality point average system.

ADVANCED PLACEMENT	HONORS	REGULAR
A - 6.0	A - 5.0	A - 4.0
B - 5.0	B - 4.0	B - 3.0
C - 4.0	C - 3.0	C - 2.0
D - 3.0	D - 2.0	D - 1.0

OTHER CONDITIONS AFFECTING ELIGIBILITY FOR GRADUATION ARE:

1. If a senior fails one (1) unit, he may participate in the Baccalaureate and Commencement ceremonies, provided he has met all financial obligations and has no disciplinary restrictions placed upon him. He may not receive a St. Augustine diploma until he has successfully made up the failure in Summer school.
2. If a senior fails two (2) units he will **NOT** participate in Baccalaureate and Commencement, and he will **NOT** receive a diploma until the failures are made up in Summer School.
3. Failures must be made up during the summer of the current school year in order to receive a diploma.
4. Seniors who fail three or more units are not eligible to receive a St. Augustine diploma.
5. A senior will **NOT** be eligible to participate in Baccalaureate and Commencement if:
 - (a) He has not met financial obligations to the school by the specified date;
 - (b) He is guilty of a disciplinary infraction, which, in the judgment of the Faculty and Administration, would disqualify him from participating on grounds of propriety, even though the student is not dismissed from the school;
 - (c) He is absent from or tardy to practice for commencement exercises or other senior activities, and refuses to accept the disciplinary action imposed;
 - (d) He is absent from or tardy to the Baccalaureate and Honors Convocation ceremony;

Said senior will not receive cap and gown until all academic, disciplinary, and financial obligations are met.

THE RELIGIOUS PROGRAM

Every student must take and pass the prescribed number of units in Theology. Holy Mass is celebrated weekly in the school Chapel, and School Masses are celebrated approximately once a month. **The school day and all classes/activities begin and end with prayer.** All students are required to respectfully and reverently participate in school religious activities according to the teaching and discipline of the Roman Catholic Church.

The religious faith of all students is respected as an integral element of the fundamental respect due to every human being. No member of the St. Augustine family is ever under force to change their religious beliefs. All members of the St. Augustine community must respect the teachings and practices of the Roman Catholic Church publicly and privately.

Campus Ministry is a special tool for addressing the spiritual and emotional needs of the entire St. Augustine family. Students participate in retreat programs, which provide reflection time to nurture their own spirituality and their relationships with others. Reflective and retreat opportunities will be offered for parents, teachers, and staff as scheduling permits.

Monthly liturgies, periodic class liturgies, opportunities for reconciliation (Confession), prayer groups for students and faculty, gospel choir, and Christian service organizations are available for those who wish to take a closer walk with Jesus.

CLASS RETREATS

The annual retreat is a MANDATORY part of the religion curriculum. Students who do not participate will receive a failing grade in Theology.

COMMUNITY SERVICE HOURS

In keeping with one of the goals of St. Augustine High School, namely, “To inculcate in the student a Christian sense of responsibility, a true understanding of freedom, a dedication to peace and justice, an awareness of the needs of others, a respect for one another, a reverence for life and an intimacy with God,” and in order to develop our students spiritually, physically and mentally, ALL students are required to complete 40 hours of community service each year, 10 per quarter. **No more than 10 of these hours can be satisfied by work done at St. Augustine High School during the school year.**

Approved Service Hours locations and sponsors can be found on the school’s website. All locations must be approved beforehand by the Campus Minister. Service Hours performed at a non-approved location will not be counted.

If you wish to submit a new site for approval, it must be a place where any of our students are able to perform service. Approval of new sites is left to the discretion of the principal.

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

Community Service must be completed by the end of each quarter otherwise they will receive a failing grade in Theology for the quarter. If the final grade is an "F" they must attend summer school to satisfy St. Augustine requirements. A form will be provided to verify that service hours have actually been completed. If a student is required to attend summer school, he must still complete the required service hours or he will be dismissed.

Service hours cannot be satisfied by assisting relatives and friends in commercial enterprises, nor can they be fulfilled by doing ordinary household chores and performing in organizations such as choirs, community theaters, etc.

THE COUNSELING PROGRAM

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

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

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

GENERAL RULES FOR GOOD ORDER

Maintenance of Campus

St. Augustine students are expected to have great pride in the campus and to exercise personal responsibility in the upkeep and appearance of the facilities. At the discretion of the administration, faculty, or staff, students may be required to actively

assist in keeping the campus clean and clear of debris. Necessary precautions for student safety will be taken in these instances.

Vandalism

Any student guilty of vandalism of any kind will be subject to suspension or dismissal. Vandalism includes any deliberate damage to the building, grounds, or property of the school.

Student Parking Lot

Under NO CIRCUMSTANCES is a student allowed to go to the student parking lot after they have arrived at school in the morning without explicit permission from the Dean of Students. Students with permission must have a pass on them issued by the Dean of Students. Students in violation of this policy will be suspended. Repetition will result in dismissal.

Unauthorized Eating or Drinking

Eating, drinking, and chewing gum are forbidden everywhere on the school campus, except the cafeteria at appointed times. With the exception of students who bring their lunch to school, students are not allowed to bring any food or drink on to the school premises. Repeat offenders are liable to Saturday Detention, suspension and/or dismissal.

Selling Items

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

ID Cards

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

Scientific Calculators

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

Contraband

Students may never bring electronic devices of any sort. Cell Phones with camera/video features may never be used to record any activities at school or school events (SEE CELL PHONE POLICY).

When confiscated, these items will be kept for two weeks by the Dean of Students and a parent conference and other disciplinary actions may follow.

St. Augustine High School cannot and will not accept responsibility if such items are brought onto the school grounds and are damaged, lost, and/or stolen. No action will be taken by the school administration to recover forbidden items reported lost or stolen which should not have been brought to school.

CELL PHONE POLICY

Students are not permitted to use cell phones from the moment the student ENTERS the yard, in the morning, until dismissal. Upon entering the school gate, cell phone must be placed in your book bag or pocket until the student is permitted to enter the building. The cell phone must then be placed in his locker. All telephone calls must be directed to the Business Office

UPON ENTERING THE SCHOOL BUILDING, CELL PHONES MUST BE PLACED IN THE STUDENT'S LOCKER AND REMAIN THERE THROUGHOUT THE ENTIRE SCHOOL DAY. ANY CELL PHONE NOT KEPT IN THE STUDENT'S LOCKER WILL BE CONFISCATED FOR TWO WEEKS

A student who is guilty of a second cell phone violation will be suspended. A student who is guilty of a third cell phone violation may be dismissed.

After school, students may use cell phones to contact parents outside the school building. Cell phones may not be used inside the school building. **Ear pieces or cell phones that are worn on the ear may NEVER be used on campus.**

Cell phones in the lockers should be completely turned off throughout the school day to avoid the possibility of them being heard. If the cell phone makes a noise, while in the locker, it will be confiscated for two weeks.

Students may ask permission to contact a parent by phone during the school day, ALL TELEPHONES CALLS must be made at the Business Office.

No action will be taken to recover phones lost or stolen when they should have been kept in the student's locker.

Only an administrator or the Dean of Students may give a student explicit permission to use a cell phone in an emergency situation.

PERSONAL BEHAVIOR/MORALITY

Students at St. Augustine High School are expected to act like Christian gentlemen. As long as they are students of St. Augustine they represent St. Augustine and shall

be held responsible for their actions on and off campus in or out of uniform. They should bear in mind that on the street, on public and school transportation, at sports and social events or during school holidays, weekends, etc., they represent the school. Any overt or unlawful act not only makes the student subject to penalties which the law or the courts may prescribe but will also result in dismissal or expulsion.

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

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

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

MAJORITY AGE STUDENTS

All students at St. Augustine, regardless of majority age, are considered to be under the jurisdiction of their parents/guardians for the duration of the time they are students at St. Augustine.

RESPECT FOR LIFE POLICY

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

The purpose of this policy is in no way to condone the immoral act of fornication, but rather to protect and defend the weakest human beings, the unborn. This policy is also designed to prevent students from attempting to conceal the serious fact that they have fathered a child, with the consequence of living deceitfully in respect to the faculty, staff, and administration of the school.

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

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

SCHOOL SPIRIT

School spirit includes four things:

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

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

ST. AUGUSTINE HIGH SCHOOL **DISCIPLINARY REGULATIONS**

A) CONDUCT AND DISCIPLINARY POLICIES

It is the responsibility of students and parents to familiarize themselves with the Student Handbook and school policies. Ignorance of these will not exonerate. It is the student's responsibility to conduct himself in accordance with the established codes of conduct.

St. Augustine is dedicated to the development of Christian manhood through a total and harmonious blending of the spiritual, moral, intellectual, and physical aspects of the human person. To provide a climate for this development on a daily basis, every effort is made to lead the student to an awareness of what each person must do to preserve peace and harmony in a school setting.

The disciplinary policies provide a uniform standard of conduct for all St. Augustine students any refusal to submit to any disciplinary action will result in the immediate dismissal of the student from St. Augustine.

They describe inappropriate student behavior; ensure equal treatment for misconduct, and present specific actions for modifying prohibited behaviors. They are based on the premise that rules must be enforced firmly, consistently and fairly, and that discipline should be issued in an equitable and just fashion which complies with school mandates and regulations.

Consistent adherence to these policies will help students to cultivate respect for the rights of each individual and will provide an atmosphere which encourages academic excellence.

Cooperative Mandate

To achieve the ideals inherent in our discipline policies, it is imperative that students, parents, teachers, and administrators work together to support and enforce the rules that have been established. Any dishonesty by students or parents during a disciplinary investigation or a parental disciplinary conference is a serious violation of the Cooperative Mandate and will increase the disciplinary severity of the penalty. Student or parental dishonesty may result in the student's dismissal from St. Augustine.

Off-Campus Behavior

The rules and regulations apply to St. Augustine students at all times, at school sponsored and other non-school sponsored events, especially, but not limited to, times and events when students are off-campus and they are identified as St. Augustine students.

Public Character

All St. Augustine students are expected to uphold the values, exhibit the appropriate behaviors, and abide by the rules and regulations outlined in these pages when attending public, social, and educational functions, as well as extra-curricular activities, on and off campus, in or out of uniform. Failure to do so, especially but not only when identified as a St. Augustine student, will result in school sanctions being applied, including suspension, dismissal, and/or expulsion.

ANY ST. AUGUSTINE STUDENT ENGAGING IN PUBLIC BEHAVIOR THAT IS ILLEGAL, DISRUPTIVE, VIOLENT, INDECENT, OR IN ANY OTHER WAY DAMAGING TO THE SCHOOL REPUTATION AND GOOD NAME WILL BE DISMISSED IMMEDIATELY.

Quiet and Order

An atmosphere of calm is essential to learning, and nothing so contributes to this atmosphere as quiet. This is a matter of consideration for others. It is also important that traffic, especially in the corridors, move in a reasonable manner and at a

reasonable pace. Running in the halls and unnecessary noisemaking are considered breaches of the conduct, as are littering and eating in classrooms and corridors. These and other disorderly behaviors are subject to penalties.

B) DISCIPLINARY INFRACTIONS

Note: For each category of violations (major and minor), possible penalties are cited. The standard penalty is the first option. Other options may be applied when there are mitigating circumstances present. The most severe option is applied when there are aggravating circumstances present.

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

Minor violations include but are not limited to the following:

- Unexcused absence - no note and/or no phone call
- Going to one's locker without permission.
- Failure to cover a textbook
- Loitering in the classroom before school or during the lunch periods.
- Personal grooming during class.
- Minor uniform infraction such as; wearing dark glasses, hats or caps, jewelry, with the exception of the St. Augustine class ring, incorrect uniform accessories, non-uniform jackets or sweaters
- Skipping in lunch line or other lines when students must wait their turns.
- Unlocked or disorderly lockers.
- Playing car radio loud in the vicinity of the school and disturbing neighbors.

Major violations include but are not limited to the following:

- Tardiness for school or for class.
- Eating and drinking in the classroom. Snacks, canned drinks, filled water bottles, filled Gatorade bottles as well as any kind of open containers are not to be brought into the classroom. In extraordinary situations of medical need, permission must be obtained from the Discipline Office.
- Chewing on gum, straws and other miscellaneous objects.
- Littering (including leaving trash inside desk, lab tables, on the benches in the yard and in the hallway, cafeteria, etc.
- Failure to clean cafeteria table after eating.
- Failure to follow a directive given by a faculty or staff member.
- Disrupting class, inappropriate behavior expressed verbally or in body language, horseplay in class or other inappropriate area of the school.
- Bringing contraband to school.
- Using the hall pass for a purpose not intended by the person in authority.

- Accepting a ride to or from school from a person for whom there is no permission on file in the school office, or from a student previously dismissed from St. Augustine.
- Inappropriate/disrespectful behavior or attitude at school or school-related functions. This includes coming to school without materials, putting one's head on the desk, doing work other than that assigned by the teacher, talking during announcements, inappropriate body language, etc.
- Major uniform violation or failure to follow the dress code for out-of-uniform days.
- Loitering in the vicinity of the school and disturbing the neighborhood, loitering at a bus stop or at inappropriate locations.
- Loud behavior in the classrooms, halls, bathrooms, stairs, yard, cafeteria, Masses and assemblies etc.
- Failure to appear at an after-school, Saturday, or special detention.
- Smoking on school grounds, smoking while in uniform, while attending any school-related function, or while representing the school in any capacity.
- Unauthorized leaving of campus, class, or detention, including going to student's car (his own or another student's) without explicit permission and a pass from the Dean of Students.
- Cutting class, unexcused absence, or playing hooky.
- Destroying or defacing school property.
- First offense: cheating or plagiarism; forging notes, signatures or community service letters; copying materials or project information from another source and representing it as your own without proper citation; illicitly retrieving another's computer document for personal use; being in possession of notes or other potentially useful material during a test, even if the claim is made that the notes/information were not being used during the test. Looking on another student's paper during a test. **(This offense necessarily results in a zero on the test or assignment).**
- Disrespect or insubordination to any person in authority.
- Verbal arguing that may lead to more serious infraction.
- Using or writing obscene, indecent, or defamatory language, or bringing material to school that contains such language.
- Loud, disturbing behavior on buses, ferries, on the street, etc, especially when identified as a St. Augustine Student.
- Stealing or shoplifting while on school grounds, at any school-related function, or outside of school while in uniform. This offense also includes being an accomplice to another's theft or being in unauthorized possession of another's property.
- Character assassination: spreading stories (rumors) about others which can lead to serious problems among students.
- Disgracing the school name, reputation, or uniform by inappropriate behavior.
- Inappropriate physical contact.
- Engaging in private commerce through the selling or bartering of goods on campus.
- The posting of any material (pictures, videos, songs, raps, etc) on Internet sites such as MYSFACE®, YOUTUBE®, FACEBOOK®, etc., that contain obscene

language, pictures, or gestures; that involve the use of the name or other identifiable marks of St. Augustine High School; that in any way reflects negatively on St. Augustine High School, St. Augustine faculty and/or staff, other St. Augustine students; that damages or potentially damages the reputation of the school, or that records any activities that have taken place at the school or at school events without explicit permission of an administrator and under direct faculty supervision.

- Using a locker other than the one assigned by the Dean of Students.

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

1. Continuous misconduct or constant neglect of academic work by a student who has been previously warned or previously placed on probation or suspended.
2. A second suspension, even if not for the same offense as the first.
3. Second Offense: Stealing, cheating, or dishonesty in any form. For the purpose of this rule, it will be considered stealing whenever a student has in his possession an article belonging to another student without the student's consent.
4. Aggravated theft; theft that is particularly egregious.
5. Possession of or use of alcoholic beverages or drugs at school, or at any school sponsored activity, wherever the activity may be held. When students are discovered with illegal substances on campus, local law enforcement will be contacted.
6. Fighting or any other misconduct prejudicial to the good name of the school, whether on campus or off campus.
7. Harassment, hazing, or bullying of another student, including physical contact, verbal threats, inappropriate messages, or any other behavior legitimately interpreted as harassment or bullying.
8. Endangering others.
9. Possession of a gun, knife, a weapon of any shape or size, or any item designed to be used as a weapon or capable of being used as a weapon. Use of any such object as a weapon.
10. Defiance of, or disrespect to any school official, teacher or school employee.
11. Damaging school property, or the property of another person.
12. Possession or dissemination of immoral writings, books, or pictures.
13. Tampering with or altering grades on the report card.
14. Forgery of a signature on school work and/or school documents.
15. Second Offense: Leaving school without permission, or, unauthorized absence from school or from an individual class. Students may not leave the school campus during the school day to go to their own or another student's car.
16. Unauthorized entrance into the band room, athletic rooms, book room, faculty room, administrative offices, library or storage and utility areas.
17. Any behavior on a public bus, or in any public place, which can injure the reputation of St. Augustine, on any occasion, whether a school function or not.
18. Refusing to submit to a random drug screening administered by the Principal and/or Assistant Principal(s), Disciplinarian, and/or delegate of the Principal of St. Augustine High School.

19. Failing a random drug screening administered by the Principal and/or Assistant Principal(s), Disciplinarian, and/or delegate of the Principal at St. Augustine High School.

The commission of any offense(s) that breaks the law, subjects the student being arrested.

C) EXPLANATION OF DISCIPLINARY TERMS

Daily Detention

Detentions are generally held for one hour after school. Daily Detentions must be served on the date assigned. Students will be allowed to call home when given an after school detention.

Saturday Detention

St. Augustine PE uniform is required for Saturday Detentions. Students must report at 8:00 am on the Saturday morning on which the detention has been scheduled. Saturday detentions end at 11:00 am, unless otherwise announced. Saturday Detentions will not be considered satisfied until the fine has been paid.

Suspension

A suspension is a sanction which precludes a student from attending school for a specified length of time. The length of the suspension depends on the severity of the violation. Generally, suspensions are for one to 5 days. **Any assignments missed during the suspension period will be given to the student at the discretion of the teacher.**

The Principal, Assistant Principal, and Dean of Students at St. Augustine High School each shall have the authority to suspend any student at St. Augustine High School when behavior warrants such a punishment. The parents or guardian of any student who is suspended from St. Augustine High School shall be notified immediately, verbally and in writing, that the student has been suspended from St. Augustine High School.

A student may be suspended conditionally if the infraction warrants extended consideration before a final decision concerning dismissal will be made. Upon coming to the end of the time of the conditional suspension, a final decision will be made regarding whether or not the student may return to school or be dismissed.

Special Disciplinary Probation

Special Disciplinary Probation is reserved for students who have been readmitted to St. Augustine after dismissal, or another serious offense that may have warranted dismissal. It is up to the discretion of the Principal to determine whether

or not a student will be admitted under the condition of being placed on Special Disciplinary Probation. A letter detailing the specific conditions of Special Disciplinary Probation must be signed by the parents/guardians and the student as a condition for the student's return to school.

1. Special Disciplinary Probation lasts until the end of the current academic year.
2. Any teacher can recommend that a student be placed on Special Disciplinary Probation for a serious and just cause.
3. If a student on Special Disciplinary Probation commits another major infraction, he will be dismissed from school.
4. If a parent or student refuses to sign the student may be dismissed.

Dismissal

A student is dismissed from school for the remainder of the school year if any of the rules governing dismissal are violated. Application for readmission for the following school year may be made. A decision to readmit will be based in part, but not exclusively, on a review of the student's academic and discipline records at the school to which he transferred after his dismissal from St. Augustine. A conference with the Principal or his delegate will be mandatory if the student is allowed to return to St. Augustine. **There is no right to re-admission after a dismissal.** Should a dismissed student be granted readmission the following year, the student will be placed on Special Disciplinary Probation the remainder of the year he returns.

Expulsion

The student is dropped from the rolls and may not be readmitted at any time in the future.

Plagiarism

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

Mandatory Withdrawal at the end of a Semester

A student who has exhibited serious and repeated discipline infractions **MAY BE CHARGED WITH *CONTINUOUS MISCONDUCT* AT THE END OF THE FIRST SEMESTER OR THE SCHOOL YEAR AND NOT ALLOWED TO RETURN TO ST. AUGUSTINE FOR THE FOLLOWING SEMESTER OR THE FOLLOWING SCHOOL YEAR.**

Voluntary Withdrawal from St. Augustine

A student who wishes to withdraw from St. Augustine must complete his withdrawal at the Principal's office in the prescribed manner before the school will release any official notification of withdrawal, or any transcript, to another school. The matters to be finalized are return of Library books, cleaning of lockers, discharge of debts to the school, return of athletic and band equipment, return of I.D. card, and an interview with the Principal.

Behavioral Contract

When warranted by continuous student misbehavior, a student may be placed on a Behavioral Contract at the discretion of the principal or Dean of Students.

D. RESTRICTED AREAS

1. The Band Room is off limits to all students except at appointed class times. Violators are subject to disciplinary actions.
2. The Weight Room is off-limits to all students except when under the direct supervision of coaches or staff members.
3. Students who enter a classroom at any time other than assigned class time will be subject to disciplinary actions.
4. Students may NOT use the elevator at ANY time unless given written permission by the Dean of Students.
5. Students may not remain in classrooms after the last class of the day has been dismissed unless they have explicit permission to remain. Students may not remain in the building after 4:00 p.m. unless under the direct supervision of a teacher.
6. Students may never enter the Faculty Room.
7. For safety purposes, students are not allowed to congregate on A. P. Tureaud Avenue between Hope and Law Streets before or after school. Students are not allowed to loiter on the sidewalks around the school after school is dismissed. All students must wait for parents and/or rides in the school yard.
8. Students may not enter or exit the building through the main doors on A. P. Tureaud and Law, except when they have been signed out by their parents/guardians and are leaving the building with their parents/guardians

E. RESPECT FOR OTHER SCHOOLS

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

F. POLICY FOR SEARCH AND SEIZURE

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

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

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

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

G. RANDOM DRUG SCREENINGS

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

Parents/guardians of the students, and the students themselves, consent to and agree to these random drug screenings by registering at and attending St. Augustine High School.

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

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

H. DISCRETIONARY CLAUSE

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

I. DISRUPTIVE PARENT/GUARDIAN/VISITOR

A student is subject to dismissal from school if his parent/guardian or anyone representing the student uses profanity, becomes belligerent, confrontational, uses threatening or inappropriate language, or otherwise disrupts the ordinary function and operation of the school or school events.

Parent/Guardians and others must follow the established protocol for making appointments with teachers and/or administrators as specified in this Handbook. Violation of this protocol will subject student to dismissal.

J. PRINCIPAL'S AUTHORITY TO ENFORCE RULES

The Principal of St. Augustine High School and his delegates shall have the authority to enforce all policies, rules, and regulations, and to administer all penalties stipulated in this Handbook. The Principal has the authority on his own to dismiss or expel a student who violates any infraction which is punishable by dismissal or expulsion.

K. DUE PROCESS

To serve as a mechanism of due process, any student at St. Augustine High School who is accused of violating any of the Rules or Policies of St. Augustine High School as they are set forth in the Student Handbook, shall present that student's side of the story orally or in writing concerning the incident involving the student. It is the student's responsibility to present his side of the story and to deliver his story to the Principal or his delegate on the day upon which the incident occurred, or on the following day if the event took place after the school day had concluded.

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

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

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

L. LETTER OF APPEAL

After a final disciplinary decision has been rendered by the principal, parents/guardians may write a letter of appeal to the president if they so desire. The president of St. Augustine will address each case individually and inform the parents/guardians of his decision regarding the appeal.

REGULATIONS ON DRESS AND GROOMING

Whenever the St. Augustine Uniform is worn, it must be worn completely and properly. Students may take their ties completely off after the school day and when they are no longer in the school building. Ties must be worn snug at the neck and may not be worn loosely around neck. As long as students are in uniform on or off campus, their pants must be worn properly at the waist and not below it. Sagging pants are not allowed at any time. Their uniform shirts must be buttoned and completely tucked, not bloused, into trousers. Shirts must fit properly at the collar. Shirts that are too large at the collar may not be worn. There is no partial wearing of the uniform permitted under any circumstances. Students may not wear uniform pants with any shirt other than the uniform shirt. This includes St. Augustine t-shirts. Students must wear uniform shirt and pants together and they must wear uniform shoes as long as they are in uniform. The St. Augustine uniform may not be worn with sneakers or other kinds of shoes.

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

Students found guilty of a uniform violation off campus will receive an additional penalty for embarrassing the good name of the school by a slovenly and unprofessional appearance. Violations will be punished severely. This is especially in the case of school activities such as football games or other athletic/public events associated with the school.

PANTS:

St. Augustine students must wear gray SAI – A+ brand TROUSERS. Trousers with flat front or cell phone pockets are prohibited. Make sure that all trousers fit properly,

especially in the waist and in length. Trousers should fall straight and touch the top of the shoe. They should not bunch at the ankles. **Students whose trouser length is too long and students who wear pants below the waist will be sent home and subject to other disciplinary measures.** Pants must be permanently hemmed with a stitch and not adhesive. NO CUFFS!

SHIRTS:

The uniform shirt is a white DICKIES® oxford brand SHORT SLEEVED SHIRT. The student's name must be embroidered ¾ inch purple lettering above the left breast pocket. Letters should be block style and not script. Shirt collars must fit properly. Students wearing shirts with collars that are too large or have missing buttons will be sent home and subject to a uniform violation.

SWEATER:

The official SCHOOL SWEATER is a black pullover sweater. Again, the student's name must be embroidered in ¾ inch purple lettering above the left breast pocket. Letters should be block style and not script. Sweaters cannot be worn if they are torn, unraveling, or weathered.

SHOES/SOCKS:

All students must wear BLACK MILITARY SHOES. There are no exceptions to this regulation. The flat black or patent leather military shoes are both acceptable. Students must wear either PLAIN black or white crew socks. FOOTIES OR ANKLE SOCKS ARE NOT PERMITTED. MARKING OR DESIGN, OF ANY KIND, ARE NOT PERMITTED. It is recommended that parents purchase two pair of shoes one for the fall semester and one for the spring. Shoes regularly wear out before the school year is over and new shoes have to be purchased.

ACCESSORIES:

Only official belts and ties may be worn. Official St. Augustine ties and belts may be purchased at the school, either from the business office or from the bookstore. Students must wear **PLAIN** white undershirts (crew, v-neck, or "A" frame). Undershirt sleeves must not be seen. Absolutely no decorations, colors, or writing may appear on undershirts. Students are not permitted to wear either a long sleeve thermal or t-shirts.

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

Coats/Jackets/Sweaters

During cooler weather and winter months, a regular overcoat of any color may be worn outside the school building.

THE ONLY OUTER WEAR PERMITTED INSIDE THE SCHOOL BUILDING ARE THE FOLLOWING:

- **St. Augustine uniform fleece jackets**
- **St. Augustine uniform sweater**
- **St. Augustine letterman jacket**
 - **The letterman must be the student's jacket.**

Students who are not wearing the approved uniform will not be allowed to attend class. They will be sent home and charged with an absence for the day. A student who repeatedly ignores the regulations concerning dress may be dismissed from the school. Students must be neatly groomed everyday.

Earrings and other Jewelry

The wearing of jewelry, earrings, gold chains, bracelets, and rings other than the official St. Augustine class ring is forbidden on school property, and whenever a student is wearing the school uniform.

Earrings are not allowed at formal school functions such as homecoming, prom, baccalaureate, and graduation. Students are not allowed to wear earrings when taking pictures in conjunction with school-related events. Any school-related pictures that exhibit violations of the dress code will be confiscated and money will not be refunded.

Students may wear a simple functional watch and seniors may wear their official class ring.

Students are not allowed to wear removable denture-related items such as grilles at any official school function.

Tattoos

St. Augustine strongly discourages the practice of getting tattoos. Furthermore, the school reserves the right to require a students to keep a tattoo concealed from public view at any official school event, especially where the student is identifiable as a St. Augustine student. St. Augustine also reserves the right to dismiss a student for bearing a particularly offensive tattoo as judged by the expressly stated moral and religious values of the school.

Haircuts/Eyebrows

Students' hair must be neat and cut even all the way around making sure not to exceed ½ inch in length. Students will not be allowed to attend school with Afros, flattops, twists, dread locks, or other exotic or faddish haircuts in which numbers, designs, lines, stripes, logos, letters, etc. are outlined in the hair. "Tails" or "Vs" will not be permitted. Students are not permitted to have lines in their eyebrows or part(s) in their hair. Students must remove sideburns and facial hair must be neat and well groomed. Students are not allowed to have a beard or facial shadow.

Any student coming to school or school functions with such a haircut or any inappropriate or unacceptable haircut may be subject to a disciplinary infraction. The student will be charged with an absence for each day of school missed. Repeat violators will be subject to dismissal.

BOOK BAGS/PERSONAL ITEMS/LOCKS/LOCKERS

NOTE: Each student is responsible for identifying each and every article belonging to him. It is recommended that the student purchase a St. Augustine book bag.

WE RECOMMEND ALL BOOK BAGS BE EMBROIDERED WITH THE STUDENT'S NAME IN EASILY VISIBLE LETTERING. PARENTS SHOULD PURCHASE BOOK BAGS THAT CAN BE EMBROIDERED.

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

Each student is responsible for securing his regular locker and his P.E. locker with locks purchased from the school. No locks other than school locks are permitted.

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

EXTRA-CURRICULAR ACTIVITIES

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

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

Participation in extra-curricular activities at St. Augustine is a privilege and not a right. The Principal and the Faculty reserve the right to prohibit any student from

participating, or limit the participation of any student, in any activity for disciplinary reasons, to ensure good order, and also when such an action appears to be necessary to avoid failure on the part of the student, or necessary to ensure adequate academic performance.

THE MARCHING HUNDRED

Over one hundred musicians perform at school athletic events, and religious and civic functions. The Band fosters musicianship, discipline, and precision teamwork.

THE SYMPHONIC BAND

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

THE JAZZ ENSEMBLE

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

THE ANNUAL BAND CONCERT

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

NATIONAL HONOR SOCIETY

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

THE KEY CLUB

The Key Club is a service-leadership club for high school students. It was instituted and is operated to reward merit, encourage effort and promote high ideals. Membership is based on honorable character, good mentality, creditable achievement, and commendable attitude. Membership is denied to any student on Disciplinary Probation.

THE KNIGHT

The official school newspaper is published quarterly. THE KNIGHT has won the highest award of the National Catholic Press association for high school newspapers on three occasions.

THE JOSEPHITE

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

THE ACADEMIC GAMES LEAGUE

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

THE CATHOLIC FORENSIC LEAGUE

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

THE STUDENT COUNCIL

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

THE SCIENCE CLUB

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

THE COMPUTER SCIENCE CLUB

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

THE ATHLETIC PROGRAM

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

AGE RULE

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

LHSAA SCHOLASTIC ELIGIBILITY

To be eligible under the scholastic rule, students, other than special education students who are not pursuing a diploma, enrolled in high school subjects (grades 9-12) shall meet requirements all scholastic requirements.

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

To be eligible for the second semester of the school year, a student shall pass at least six (6) subjects from the first semester. A senior attempting four units in the first semester must pass all four units to be eligible in the second semester. Likewise, a senior attempting five units in the first semester must pass all five units, and a senior taking six or more units in the first semester must pass six units for second semester eligibility.

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

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

A.....	4 points
B.....	3 points
C.....	2 points
D.....	1 points

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

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

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

The entire section on "Scholastic Eligibility" is taken from the (LHSAA Handbook, 1985, By-Laws, Art. I, Sec. 8).

In order to participate in varsity athletics, St. Augustine students must begin each semester of the academic year meeting LHSAA academic eligibility criteria.

AMATEUR RULE

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

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

NON-SCHOOL COMPETITION

No student may take part in any form of athletic competition not sponsored by St. Augustine while he is a member of any school team. This refers to any sport in any kind of league such as CYO, independent leagues, etc. In off-seasons, the permission of the head coach is required before a student may enter such competition, e.g. NORD summer activity. A student who violates this rule can incur suspension from participation in the sport in which the violation occurs. Students who play summer

baseball may do so provided they do not sign a professional contract, and provided such play takes place after the state baseball playoffs have been completed.

BIRTH CERTIFICATE

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

PARENTAL PERMISSION

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

PHYSICAL EXAMINATION

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

EXTRA-CURRICULAR AWARDS

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

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

The worth of a St. Augustine award is not situated in its monetary value, or in its material composition. The worth of the award is essentially its representation of excellence in meeting school and team standards. An award is meaningless if these standards have not been met. If these standards have been met, the award is merely the outward confirmation of the satisfaction the participant is entitled to feel.

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

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

I. ATHLETIC AWARDS

A. SEVENTH, EIGHTH AND NINTH GRADE LETTER

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

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

B. TENTH GRADE LETTER

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

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

C. TENTH GRADE GARMENT AWARD

A tenth grade student may earn an Award Garment only if he participates in 50% of the schedule playing periods or matches at the Varsity level in football, basketball, baseball, tennis, soccer and golf provided the Varsity team wins a District or higher championship.

1. In baseball, a pitcher must participate in 25% of the scheduled varsity games during the Championship season.
2. In track, a student must contribute at least one (1) point to the teams scoring effort in an individual or relay competition in the Championship meet.

3. In bowling, a student must have participated in 25% of the scheduled Varsity matches, compiled an average of 130 and the Varsity team wins a District or higher Championship.

D. ELEVENTH GRADE LETTER

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

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

E. ELEVENTH GRADE GARMENT AWARD

An eleventh grade student who participates in 50% of the scheduled playing periods or matches in Varsity football, basketball, baseball, tennis, soccer and golf shall receive an Award Garment, provided he has not received one as a tenth grade member of a championship team in any sport. **(No student may receive more than one award garment during his career at the school, without regard for the number of sports or activities in which he participates.)**

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

F. TWELFTH GRADE LETTER

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

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

G. TWELFTH GRADE GARMENT AWARD

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

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

H. ATHLETIC TRAINERS

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

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

I. GENERAL RULES FOR ATHLETIC AWARDS

1. Only one Award Garment can be earned by any student during his career at the school, regardless of the number of years of participation, and regardless of the number of sports or non-athletic activities in which he participates.
2. An Award Letter and an Award Garment cannot be earned in the same sport, in the same year.
3. It is the responsibility of the Head Coach in each sport to maintain records of participation for each student. The Head Coach will present the list of students eligible for awards to the principal through the Athletic Director.
4. At the discretion of the Head Coach, a student may become ineligible for any award if:
 - a. He misses practice to the extent that the coach judges this to be detrimental to the team;
 - b. He misses a scheduled contest without prior permission;
 - c. He fails to return all equipment within three (3) days after the last scheduled contest, or fails to pay for equipment lost during the season within three (3) days after the last scheduled contest.
5. The decision of the Head Coach is final in determination of eligibility for awards.
6. Only the Principal may order awards.
7. Individual coaches can make no deviation from this system of awards. Only the Principal after consulting with coaches, and with the Director of Finance can alter the system as outlined here.

II. BAND AWARDS

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

Attendance:

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

Note: If a pattern of obsessive absenteeism is detected, continued participation in unit may be in jeopardy.

III. YEARBOOK STAFF

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

IV. ACADEMIC GAMES

- A. A minimum of seventy-five (75) hours of participation is required to qualify for an award. These hours may be earned from:
 - 1. participation in the required eighteen tournaments (7 On-Sets, 4 Propaganda, 7 Equations)
 - 2. participation in all announced practices
 - 3. participation in all announced workshops
- B. Absences from tournaments must be excused absences and the moderator must be given twenty-four hours advance notice. The final judgment on the validity of excuses from absences rests with the moderator.

- C. Seniors who have participated for three (3) years are eligible for an award garment chosen by the school, to be identified by a symbol for “Academic Games”.
- D. All participants who are not yet seniors, but who meet the requirement of seventy-five hours of participation, will receive an award letter.

V. SPEECH AND DEBATE

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

VI. PREP QUIZ BOWL

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

VII. CHORUS

- A. A year of participation is defined as ninety (90) hours of participation.
- B. A student must participate two (2) years to be eligible for an award letter.
- C. A student must participate for three (3) years to be eligible for an award garment. ONE OF THE THREE YEARS MUST BE THE SENIOR YEAR.
- D. Hours of participation accrue from attendance in all practices, meetings, and performances of the chorus as a group representing the school. The practices, meetings, etc. must be approved and scheduled by the faculty moderator of the Chorus. Hours may also accrue from education activity approved by the moderator (e.g. workshops), and from performance of services to the chorus assigned by the moderator (e.g. librarian of music).

- E. Attendance of all scheduled practices, performances, and group activities is mandatory, and failure in this regard will be penalized by loss of participation hours according to rules formulated by and announced by the moderator.
- F. The moderator will keep a record of participation of all members of the chorus.

VIII. STUDENT COUNCIL

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

XI. SPANISH CLUB

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

COMMENCEMENT AWARDS CRITERIA

PURPLE KNIGHT AWARD

(From the 1964 Handbook)

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

CITIZENSHIP AWARD

(From the 1964 Handbook)

“The award for Citizenship is given to the student who, in the judgment of the entire faculty, exemplifies the spirit of cooperation and participation, PRESCINDING FROM SCHOLASTIC ABILITY AND ACHIEVEMENT.”

PRO DEO AWARD

(Knights of Columbus)

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

CLASS RING

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

ACADEMIC EXCELLENCE AND SUCCESS

Academic success can be enjoyed by anyone who is willing to invest time and repetition. “Repetition is the mother of learning”. Only the self-disciplined student is capable of investing the required time and repetition. Non-academic activities which are not essential must be limited. A student who is failing should never work after school.

Each student should use as a rule of thumb that two to three hours of study each day is required for success. The student who wishes to succeed should NEVER spend less than two hours, and they should be prepared on occasion to spend more than three hours in study.

Over twenty-five years ago, St. Augustine students were introduced to the “SQ3R” method of studying. It is still a widely used and basically sound system, and each student should be familiar with it.

SQ3R STUDY METHOD

Survey

The first step in studying a textbook assignment is to locate the exact pages you are to read to find out how many pages you have to cover. This will give you some idea of how long your task will take.

If you are starting a new chapter, SURVEY the entire chapter. Begin with the title. If there is an introductory chapter outline, glance through it to see the main parts of the chapter. If there is no outline, leaf through the chapter to note the headings of the main sections.

Look over all the pictures, maps, charts, and graphs. These will give you good hints about the content of the chapter. Read the captions and titles under each picture.

Turn to the end of the chapter. In most textbooks, you will find a summary of the important topics and ideas. If you read them over NOW, you will have specific goals in mind as you study.

Look over the questions at the end of the chapter. They are excellent guidelines for your reading. They give you an idea of what the authors think is most important.

Finally, look for a list of technical terms, or hard words used in the chapter. Watch for these words as you read. If the text does not explain them the first time they appear, look them up in the dictionary. If you do not understand these words, you will not understand the chapter.

When you start a new part or section of a chapter, go back quickly over the preceding. Try to see how this section fits into what you have read before.

Question

As you survey the assignment, you begin automatically to ask QUESTIONS. What does the title mean? What does this picture have to do with the rest of the chapter? What does this strange word mean?

There is another useful way of QUESTIONING which will guide you in your study. This method is to turn the chapter headings into questions. For example, "Help from Animals" becomes "What kind of help can animals give"? and "American Struggle for Freedom from English domination" raises the question "What does domination mean"? and "How did the Americans struggle"? and "How did the struggle turn out"?

If you are reading a magazine article or a library book, there are other QUESTIONS to ask. What is the writer's purpose? What is he trying to get me to do or to believe or to feel? How does he know about this subject? Why is he saying what he does? Who is this author anyhow? Does he give good evidence or what he says, or is he simply giving his own opinion?

The SURVEY and QUESTION method for textbook study requires TIME. But every second you spend at it is well spent. These steps help you concentrate and fix your attention. They help you to get interested in the material. You are preparing yourself to get more, and to remember more.

Read

READ is to get the main idea and the details that are given to develop this idea. Try to see how the writer is thinking. Compare what he says at the beginning with what he says as he goes along. Does it "add up"? Does it make sense? Is the writer answering YOUR QUESTIONS?

Be flexible. You will read some parts fast because they are easy. Some parts will need slower reading. Still other parts may need re-reading to get the meaning of unfamiliar words. Learn to shift gears according to the roughness or smoothness of the "reading road".

Recite

The purpose of reciting ALOUD to yourself is to get the material you have read into the shape in which you will use it. RECITING ALOUD to yourself is the most valuable way to do this. You may be reading to prepare for an examination. If so, you go back over the material, section by section, reciting the main ideas to yourself, ALOUD, and memorizing dates, names, and events. If you are reading to prepare for a class discussion, you will find it helpful to make notes in order to fix details in your mind.

Review

You have read carefully. Now it is time to organize your ideas and information. REVIEW IS THE PROCESS OF GETTING THINGS IN THE RIGHT ORDER. This is the stage in which you tie up cause and effect. You look for the writer's plan and his major ideas. Make notes or an outline of the major ideas. This is the time to study with pencil in hand.

REVIEW is the stage of SQ3R in which you become master of what you have read: If you omit the REVIEW, you are omitting the part that “ties it all together”.

Summary of the “Survey” Step

1. Turn off your television, radio, or stereo.
2. Locate your assignment exactly.
3. Get the chapter or section title in mind.
4. Look over the chapter outline if there is one. If not,
5. Glance at the main headings throughout the chapter.
6. Look at the pictures, maps, charts, graphs, and read all of the captions.
7. Read the chapter or section introduction.
8. Look for the summary at the end of the chapter or section.
9. Read through the study questions at the end of the chapter.
10. Look for a list of technical terms or hard words.
11. Glance quickly over the pages just preceding your assignment.

Right to Amend

St. Augustine High School reserves the right to amend this Handbook. Notice of Amendments will be posted on Edline.

ST. AUGUSTINE HIGH SCHOOL CODE

ACT – 192145

SAT – 192145

TESTING DATES FOR 2013 -2014

Wednesday, October 16, 2013

Explore 6th – 7th grades, Plan 8th grade and
PSAT for Freshmen, Sophomores and Juniors

Monday – Friday, March 24 – 28, 2014

Terra Nova, Grades 6-11; ASVAB (Monday Only) Grade 11

ACT Test Dates for 2013-2014 at St. Augustine

September 21, 2013	October 19, 2013	December 14, 2013
February 8, 2014	April 12, 2014	June 14, 2014

SAT Test Dates—Check SAT website to register:

<http://professionals.collegeboard.com/testing/sat-reasoning/register/test-dates>

October 5, 2013	December 7, 2013	March 8, 2014	
November 2, 2013	January 25, 2014	May 3, 2014	June 7, 2014
November 6, 2010	January 22, 2011		

LOCAL COLLEGE CODE NUMBERS

(Number in parentheses is preferred by the college)

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

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

Elkins Institute: ACT: 6150

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

Hotel Dieu: ACT: 1585; SAT: 6284

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

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

National Achievement Scholarship Program: SAT (only): 0300

National Merit Scholarship Program: SAT (only): 0085

National Merit Scholarship Service and Fund for Negro Students:

ACT: 2827; SAT: 2827

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

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

Southern University, New Orleans: ACT: 1611

Touro Infirmary: ACT: 1615

Tulane University: SAT (only): 6832

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

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

Xavier University: ACT: 1618; SAT: 6975

ALMA MATER

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