



PARENT &
STUDENT
HANDBOOK

ST. AUGUSTINE SCHOOL

1202 HIGHLAND COLONY PARKWAY | RIDGELAND, MS 39157

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I. GENERAL GUIDING PRINCIPLES

HISTORY

St. Augustine School was incorporated in the summer of 2013. The school was formed by thirteen families from the greater Jackson, Mississippi area, who were looking for an alternative to both traditional five-day and homeschool models.

St. Augustine School is the first concrete expression in Mississippi of collaborative-model education, in which two proven elements of educational success—the professional classroom instruction of a trained teacher and the caring at-home mentoring of an involved parent—are combined into a single, unified program.

St. Augustine School is attended by children whose families live in the area and attend Christian churches of various denominations.

MISSION & VISION

St. Augustine school exists to cultivate excellence, wisdom, and joy by assisting parents in the education of their children, so that they may grow into a thorough understanding of God’s truth, goodness, and beauty. We aim to accomplish this mission through a classical Christian curriculum within a collaborative model of education. This collaborative model means that we have fewer on-campus hours than traditional model schools. We believe this approach helps strengthen families and increase student independence, while preserving the academic structure and professional instruction found in a traditional school environment. The classical and Christian approach to education is designed to cultivate wisdom and endow the student with the tools for lifelong joyful learning.

ASSOCIATIONS

St. Augustine is not associated with any particular Christian congregation or denomination. As a registered non-profit school, St. Augustine is independently governed by men and women who attend various local churches. St. Augustine seeks to promote unity among Christians and so will emphasize those beliefs that unite all Christians.

St. Augustine is a member of ACCS, the Association of Classical, Christian Schools. ACCS exists to accredit classical, Christian schools in both traditional and collaborative models, and St. Augustine is currently engaged in the ACCS accreditation process. St. Augustine is a registered and certified member of UMSI, University-Model Schools International, an organization which supports and certifies collaborative model schools, using classical and other curricula.

COLLABORATION

At St. Augustine we affirm that parents play a vital role in the education of their children. Parents are the most influential factor in a child’s academic success, as well as their social and spiritual growth. Therefore, St. Augustine seeks to assist parents in raising their children in the nurture and admonition of the Lord. By providing time, flexibility, academic expertise, and a school setting

which supports the worldview of the Christian family, St. Augustine hopes to serve as a partner with parents in their God-given responsibility to raise children to His glory.

CLASSICAL & CHRISTIAN CURRICULUM

St. Augustine employs classical education as the means to gaining a fuller understanding of God's world and promoting excellence in education. Classical education emphasizes that all truth is unified. A Christian, classical education finds that unity in the Triune God who is Truth itself. A classically educated student is trained to love truth, goodness, and beauty in God's world and to express this love in a way that persuades others to do the same.

Classical education has as its goal a person who is equipped with the tools for learning. This education serves the child well as he pursues learning in any field throughout his life. Classical education is not a vocational training, but it will serve as a foundation to any future vocation. A liberal-arts education is the foundation of the classical approach, and it includes instruction in grammar, logic, rhetoric, math, arts, and sciences. Classical education was the education that all of our past great leaders received, and it shaped many of our country's founders, the apologists of the Christian faith, classic authors, and great scientists.

St. Augustine acknowledges that no education is neutral. An education does not simply transmit facts, but, rather, it cultivates virtues and orders loves. Because the only proper view of the world is one that acknowledges Jesus Christ as Lord, St. Augustine makes this the foundation of all its teaching. The student is taught to see God in all subjects. The beauty of God's design can be seen in mathematics, science, literature, and art. The student who is taught to embrace this worldview will find new understanding and delight in all subjects. Because a Christian worldview is best taught through example, St. Augustine hires faculty who embrace a thoroughly Christian worldview and express it in each of the subjects taught.

EXCELLENCE, WISDOM, AND JOY

We know that wisdom begins not in man-made endeavors but in the fear of the Lord. We want to see our students work for mastery, taking their work seriously, and glorifying God with all their minds. And, we want to train our children a natural inclination to rejoice in the Lord always, so that while they take their work seriously, they never take themselves seriously. To encourage growth in wisdom, we endeavor to submit all that we do to the lordship of Jesus Christ by covering our school and community with prayer and affirming the authority of Scripture for all of faith and practice. To cultivate excellence, we maintain high academic standards, and we point our students to the reality that while all are not called the same level excellence in all areas, we are all called to intellectual discipline and diligence. To cultivate joy, we embrace the natural delight and wonder given to children by their Creator, encouraging singing, laughing, and resting within a slower-paced model.

ADMITTING AND EQUIPPING FAMILIES

The student body of St. Augustine is selected by a thorough application process. The application is made available to the parents on our website. With high academic standards and a distinctly Christian environment, St. Augustine asks parents to consider joining only after careful consideration and much prayer. A collaborative model of schooling requires a high level of parental involvement in the younger years and a high degree of student-ownership as the child grows into his or her teen years.

St. Augustine seeks to equip parents through co-teacher training, weekly assignment sheets, and periodic seminars designed to assist families. St. Augustine seeks to cultivate independence in our students as they grow, so that they may be thoroughly equipped to take ownership of their own education.

NAME OF SCHOOL

St. Augustine was an early Christian theologian whose work was foundational for the establishment of Western Christianity and philosophy. He was also influential in the history of education, writing much on the subject. St. Augustine was a well-educated man who used this gift of knowledge and understanding for the good of the church and for the cause of Christ. By naming the school after a great ancient thinker, we are reminded that we stand on the shoulders of those who came before us and are in their debt for what they can teach us.

NON-DENOMINATIONAL CHRISTIAN ENVIRONMENT

St. Augustine is not associated with any particular Christian congregation or denomination. As a registered nonprofit school, St. Augustine is independently governed by men and women who attend various local churches. St. Augustine seeks to promote unity among Christians and so will emphasize those beliefs that unite all Christians.

ADMINISTRATION

St. Augustine School's administration is led by the Headmaster and the Provost. In all cases within this handbook, the term "Administration" refers to the Headmaster, the Provost, and/or his or her designee. The Headmaster is the final authority on all matters within the daily operations of the school and reports to the St. Augustine School Board of Directors. The Provost reports to the Headmaster and to the Board of Directors and supports and leads the faculty and families of the school. The Headmaster and Provost are assisted by the Dean of Families and the Dean of Academics, as well as various other members of staff.

STUDENT CONDUCT

St. Augustine seeks to promote a Christian learning environment and to encourage the development of positive Christian relationships among its students. Christian virtues such as

respect for God and others, love, obedience, and service are emphasized. Discipline concerns are brought to the parents' attention, and principles of Christian communication and confidentiality are maintained.

DRESS CODE

St. Augustine's uniform dress code is designed to create an atmosphere conducive to learning and respect for God and others. The uniform helps to ensure professionalism propriety, while creating a sense of unity among the students.

DIVERSITY AND NON-DISCRIMINATION

St. Augustine School admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the School. St. Augustine does not discriminate on the basis of race, color, national origin, or ethnic origin in administration of its educational policies, staff hiring and advancement, admission policies, scholarship or loan programs, or athletic and other school-administered programs."

At St. Augustine, we firmly uphold that our God creates and redeems people of all ethnic and socio-economic backgrounds. All humans bear the image of God, equal in worth and dignity, and all Christians are unified to Christ, making them equal in status and position. We want to think God's thoughts after Him, and so we seek to create an environment that welcomes all who desire to join the St. Augustine community as we seek to accomplish our mission. We are praying that the Lord will continue to mold St. Augustine into what He would have it to be, including growing in our school community diversity in many areas.

II. ADMISSION AND ENROLLMENT POLICIES

ADMISSIONS OVERVIEW

St. Augustine School has implemented and follows a thorough admissions process in an attempt to assist families who strongly desire a classical, Christian education with an emphasis on parental involvement. Therefore, as a condition of acceptance to this school, the parents of each student applying for admission must attend an Informational Meeting, must complete the required parental reading, and be in agreement with the school's doctrinal positions, as expressed in its *Statement of Faith* and its *Doctrinal and Ethical Statements*.

Statement of Faith

- God has revealed himself and his truth in creation; however, because of the exceeding sinfulness of man and the spiritual nature of the gospel, only the Holy Scriptures, the books of the Old and New Testaments, can impart saving truth, and as such, they are the ultimate authority for our religion.
- There is only one God who eternally exists in three persons, the Father, the Son, and the Holy Spirit.
- The second Person of the Holy Trinity, Jesus Christ, eternally begotten of the Father, became man for us sinners; was born of the virgin Mary; suffered under Pontius Pilate; was crucified, dead, and buried; rose from the dead on the third day; and ascended into heaven where he is seated at the right of God the Father, crowned as Lord of all creation, with power and glory.
- Justification is by faith, apart from the works of the law. This faith trusts in the life, death, and resurrection of Jesus Christ, who is the only mediator between God and man. The faith that justifies is living and active, necessarily producing good works.
- The bodies of the dead will be resurrected at the last day, when Jesus Christ comes to judge both the living and the dead, rewarding believers with eternal life and eternally punishing all unbelievers.
- All believers are united through the indwelling of the Holy Spirit and are commanded to regularly assemble together with a particular Christian congregation.
- All Christians are called to love the Lord with all their heart, soul, mind, and strength; to love their neighbor as themselves; to show forth the Christian virtues of faith, hope, and love; to live lives of holiness; and to exhibit love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness, and self-control.

Doctrinal and Ethical Statements

- 1) God exists and has revealed Himself (as explained in our statement of faith).
- 2) God acts in history, both in creation and redemption (as explained in our statement of faith).
- 3) God has revealed His moral law, especially in His Scriptures which are the only inspired, infallible, and inerrant rule of faith and practice, and this law is immutably binding upon all mankind.
- 4) God has created three distinct realms of jurisdiction: the church, the family, and the civil government, and therefore each should work to support one another without attempting to subsume the others.
- 5) God is one, and therefore truth is one; every branch of knowledge relates to every other branch of knowledge at some point in a complementary and harmonious manner.
- 6) Since these affirmations are so commonly challenged in our day, and since there exists so much confusion even among Christians on these points and their necessary implications, all faculty at St. Augustine School must affirm the following:
 - a) Adam was a historical figure, uniquely created by God, and is the singular head of the human race and the first cause of sin and death in the world.
 - b) The Jesus revealed in the gospels is the historical Jesus, his teachings are accurately recorded in the Scriptures, and he was literally and actually resurrected from the dead.
 - c) The only true and coherent human sexuality is that taught by the Scriptures: that humans are either male or female by nature, and thus the only moral sexual union is between a man and woman within the bond of marriage.
 - d) All human life bears the image of God from time of conception and as such is worthy of all honor, respect, and protection.

St. Augustine School accepts and processes applications for admission for grade levels in which we have open seats, following our detailed admissions calendar. We always seek to make the most appropriate admissions decisions possible for all applicants and students, and decisions are made by the admissions committee and reviewed by our Board of Directors.

Accepted and enrolled families are responsible for consulting the policies and procedures of the school as published in the current Course Catalog, Student/Parent Handbook, and other official means of communication. They are also expected to attend co-teacher trainings in August and throughout the year.

ADMISSIONS POLICIES

Christian and Nondenominational

St. Augustine School is a private, Christian school and an independently governed 501(c)(3) nonprofit organization. It is not a ministry of any particular church or denominational body, nor does it promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student, avoiding any dissension that may be caused by denominational distinctives. As a Christian organization, all board, faculty, staff and student families profess faith in Jesus Christ and agree with our Statement of Faith and Doctrinal and Ethical Statements.

Nondiscrimination

St. Augustine School 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 administration of educational policies, admissions policies, financial policies, and athletic and other school-administered programs.

ADMISSIONS PROCESS

New families seeking admission to St. Augustine School should attend an information meeting, followed by filling out an application and proceeding through the admissions process, which includes a family interview and placement testing.

Siblings of current students will be able to apply for admission during the family re-enrollment process. The majority of the admissions process will have already been fulfilled, but siblings will still walk through the placement process.

Please access more specific admissions information, including the dates for this year's admission's calendar, on our school's website at www.augustinems.com.

PLACEMENT

Placement testing is an important part of our admissions process. All new applicants will participate in placement testing at St. Augustine School. The results of the testing will be used to determine appropriate grade and course level placement at St. Augustine and help ensure students have the skills to be successful in their classes. While it is possible that testing results might indicate St. Augustine is not the best schooling option for a student, our aim is to find their best placement within our school model.

ENROLLMENT POLICIES

Enrollment and Re-enrollment

Enrollment follows an offer of admission, reserves your seat at St. Augustine School for the upcoming school year, and includes payment of annual contract and supply fees. Enrollment packets further outline parent expectations and include the tuition and fee schedule. Families will

also select their tuition payment plan at this time.

Re-enrollment at St. Augustine School is not automatic but occurs in the spring each year. At that time, both the school and the families will evaluate continued enrollment of each family at St. Augustine School. The school may decline to offer re-enrollment to a student based upon conduct by the student or his family that the school deems to be detrimental to its mission. The school reserves the right to request withdrawal of any student who does not meet its academic requirements or fails to conform to its rules and regulations. During the re-enrollment process, families may seek enrollment for siblings currently not enrolled at St. Augustine.

Add/Drop Policies

Courses may be added to a student's initial schedule no later than the end of the second full week of classes, provided that the student is in good standing with the school and that space for him/her is available in the desired course. Please contact the Administration for approval to add a course. An add fee will be assessed, and payment of the full tuition amount or a St. Augustine School-approved payment plan is required before the student can be seated in the added class(es).

Courses may be dropped at any time. Courses dropped after the first class day of the second quarter will be assigned a grade of *W*, indicating withdrawal, on a student's transcript. Please contact the Administration to drop a course. A drop fee will be assessed, and any applicable tuition refunds will follow the same percentage schedule outlined in our withdrawal policies.

Transferring Between Course Levels

If the schedule permits, a student may move up or down a level (4th grade and up) in a particular subject area based upon a joint decision between St. Augustine School and the parents without incurring any additional fees for the course other than applicable tuition increases or decreases and add/drop fees. Students wishing to move up a level will need to complete placement testing applicable to the course sought.

Enrollment after School Begins

St. Augustine School does not admit students after the start of the school year. However, if the board chooses to make an exception, and a student whose initial enrollment takes place after the start of the school year is liable for full payment of all fees prior to being seated in class. Students who start attending St. Augustine School classes at the beginning of the second semester will pay 100% of the course tuition associated with the second semester, and payment will be due in full at the time of enrollment.

Partial Enrollment

St. Augustine School encourages all of its students to be fully enrolled. This means that the student is taking the full load of recommended courses, and it ensures that students will be on track to receive a diploma upon completion of the twelfth grade. However, when space is available in a class after full-time students have been placed, students may partially enroll. Students not

taking certain classes who in later years want to join classes in that subject area will need to proceed through placement testing. For example, a student not taking 8th grade English (while he or she is enrolled as an 8th grader) who then wishes to enroll in 9th grade English the following year will need to complete language arts placement testing.

PARENT AND STUDENT RESPONSIBILITIES

Parent Guidelines

- Parents must be in agreement with the school's mission and vision and be willing to abide by the school's rules and regulations.
- Parents must be committed to the parental responsibility for providing a quality, Christian education for their children in accordance with existing law. To fulfill this responsibility, parents will follow and complete the assignments put forth by the classroom teachers and/or ensure that their children complete all work assigned by classroom teachers.
- At least one parent must be an active member of or actively pursuing membership in a Christian church that is in keeping with the St. Augustine School Statement of Faith.
- Parents must be willing to provide St. Augustine School with a completed application form for each child applying for admission, along with transcripts and transfer credit requests from previous schools or home school.
- Parents must be in agreement with, and supportive of, the school's procedures for handling student discipline.
- Parents must be willing to provide continually updated immunization records for each child.
- Parents must acknowledge that each child has reviewed St. Augustine School's Code of Conduct, Uniform Policy, and Honor Code – and is willing to abide by those policies.

Student Guidelines

- Students must be willing to adhere to St. Augustine School's *Student Code of Conduct*.
- Students must be willing to adhere to St. Augustine School's *St. Augustine Uniform Policy*.
- Students, in 7th - 12th grade, must be willing to adhere to St. Augustine School's *Honor Code*.
- Students must be in compliance with the Student/Parent handbook and all departmental academic and athletic policies.
- Students must be willing to complete all work assigned by classroom teachers, as well as cooperate fully with their parents who are their co-teachers.

III. FINANCIAL POLICIES

PAYMENT PLANS

Families will select one of three options for making their tuition payments:

- Pay full tuition to the school on or before July 5th.
- Pay tuition in two even parts on July 5 and December 5.
- Pay tuition in ten (10) equal monthly installments from July through April. Payments will be automatically deducted on the 5th of the month.

WITHDRAWAL FROM ST. AUGUSTINE SCHOOL

Upon withdrawal from the school, all fees and tuition that have been paid are non-refundable.

Withdrawal of a child does not relieve or waive responsibility for payment of tuition and fees agreed to be paid upon the signing of the contract.

Should extenuating circumstances arise that prevent a family from completing the academic year at St. Augustine School, the school is under no obligation to do so but may, in its sole discretion and depending on the individual circumstances of each case, consider forgiving a portion the tuition which was agreed to be paid at the signing of the contract. If tuition forgiveness is deemed appropriate, the following schedule will be held as a general guideline.

Date of Written Notice Given to the School that Student Will be Withdrawn	Percent of Full Contractual Tuition Due
<i>Before June 1 before the school year begins</i>	25%
<i>Between June 1 and September 30 of the school year</i>	50%
<i>Between October 1 and December 31 of the school year</i>	75%
<i>After December 31 of the school year.</i>	100%

LATE PAYMENT / INSUFFICIENT FUNDS FEES

Tuition payments made after their scheduled due dates are subject to a late payment fee of \$100, regardless of the total amount of the tuition payment. Families that miss payments are encouraged to proactively contact the school to discuss the missed payments. Tuition payments on monthly draft are rejected for insufficient funds will also be charged a \$100 fee.

RE-ENROLLMENT

Re-enrollment for the next year for families that have an outstanding balance from the current or any previous semester will not be considered complete until payment of the outstanding balance is made in full.

IV. DISCIPLINE, CHARACTER, HONOR, AND CONDUCT

PHILOSOPHY OF DISCIPLINE

The words "discipline" and "disciple" derive from the Latin word *discipulus* meaning pupil, learner or disciple. The Administration and faculty at St. Augustine School desire to complement the parents' role in disciplining their children to live God-honoring lives.

Discipline properly understood is training that corrects and molds character, intellect, and behavior. We believe that it is possible, right, and essential to define and teach what acceptable and unacceptable behavior is in practical ways that govern and affect our daily lives.

Jesus' words in Matthew 22:37-40 provide a foundation for discipline at St. Augustine School. He summed up the Ten Commandments in two commandments: "You shall love the Lord your God with all your heart, with all your soul, and with all your mind. . . And. . . You shall love your neighbor as yourself. On these two commandments hang all the Law and the Prophets." We believe that the love of which Jesus speaks calls us – as individuals and as a school – to teach children to love and honor God and to love and honor all of His creation.

Our goal at St. Augustine School is to teach children to discern right from wrong and to practice self-control in ways that honor God. The entire curriculum will strive to reveal our holy, righteous, and gracious God in ways that endear the children to their heavenly Father, so that they will accept His correction just as children who love and honor their earthly parents accept their correction. Teaching self-control will include, though not be limited to, encouraging children to learn biblical ways to talk to one another, to play with one another, to support and encourage one another, to handle disagreements, to receive correction, and to express emotions. Additionally, we are eager for children to learn responsibility regarding their own and others' possessions and toward nature as they fulfill God's creation mandate to subdue and have dominion over the earth.

We believe all that occurs at St. Augustine School is a form of discipline, and we desire to encourage and affirm the children in their progress in developing godly character. Love, forgiveness, firmness, and fairness will be integral to student discipline. The following sections detail the necessary consequences of inappropriate behavior and describe expected behavior, an important part of training for godliness.

CODE OF CONDUCT

Even a child makes himself known by his acts, by whether his conduct is pure and upright. Proverbs 20:11

The purpose of St. Augustine School's Student Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of positive Christian relationships among its students. We want to ensure a safe, orderly environment that supports learning, achievement, and appropriate, enjoyable social interaction among students and staff. We expect the students of St. Augustine School to follow these guidelines both on and off campus,

striving to represent a positive image at school, at home, at church, and in the community. Therefore, we have established the following standards that will help to reinforce the character qualities and work ethic desired of every student. The student should use every opportunity at St. Augustine School to develop and strengthen these qualities.

STUDENT CODE OF CONDUCT

St. Augustine students are expected to treat others with due respect, to address their elders and peers with courtesy and seek to be helpful whenever possible. Some of these behaviors are more fully discussed below.

Students should:

- 1) Follow all classroom rules.
- 2) Be on time and prepared for class.
- 3) Walk calmly and quietly in the school building.
- 4) Greet visitors and make them feel welcome.
- 5) Open doors for others and use gender appropriate etiquette.
- 6) Take care of their belongings and those of the school.
- 7) Use “Sir” and “Ma’am” when addressing teachers and all adults.
- 8) Respond appropriately when greeted.
- 9) Exhibit appropriate eye contact.
- 10) Demonstrate a respectful attitude towards adults and classmates.
- 11) Play only on designated areas.

HONOR CODE

The wise will inherit honor, but fools get disgrace. Proverbs 3:5

As a student takes ownership of his own education, he will move beyond mere conduct and begin to embrace a heart-attitude toward his role in the process. That attitude should be one of honor. Because of this, we require all students in grades 7 and up to sign the St. Augustine School honor code.

St. Augustine School Honor Code

As a student at St. Augustine School, I commit to honor my Creator, the authorities He has granted me, and the vocation to which I am called.

I commit to following God’s laws in the completion of my work.

Because He commands us to flee lies, covetousness, and thievery, my work will be only my own.

When engaged in any academic endeavor, I will neither give nor receive any assistance that is not authorized by my teachers. There is no excellence without honesty. If I become aware that a fellow student has given or received unauthorized assistance, I will call him or her to confession and repentance. I acknowledge that being complicit is itself dishonorable.

I commit to obeying God’s instruction in my daily conduct.

Complaint is fruitless, and I will run from it. Instead, I will give thanks in all circumstances, seeking joy in each moment. I know that love is a high and difficult calling. In all my dealings with my fellow students and with my teachers, I will remember that each one bears the image of God. I will endeavor to imitate my Savior, sacrificing self and pointing to truth.

I commit to believing God’s gospel promises as I walk the halls and sit in classes and toil over studies.

I am made in His image, I have fallen in Adam, and I stand in desperate need of redemption. Because I belong to Jesus, I am forgiven for my many sins. I am a beloved child of God for whom my Savior died, and I will honor that identity in my conduct. Seeking wisdom, I will strive to think God’s thoughts after Him.

DISCIPLINE POLICY

Problem Behavior

Response to a student's problem behavior, in kind and amount, will be determined by his/her teacher and, if necessary, the Headmaster. These applications of discipline will be based on biblical principles, e.g. restitution, apologies (public and private), restoration of fellowship, and addressing any issues which linger. The vast majority of these problems will be dealt with at the classroom level. To maintain consistency, teachers will meet regularly to discuss biblical standards and school policy concerning these aspects of discipline.

Office Visits

There are six behaviors that will automatically necessitate attention from the Headmaster or his designee.

- 1) Blatant disrespect shown to any staff member as determined by the staff member.
- 2) Dishonesty in any situation while at school, including lying, cheating, and stealing.
- 3) Rebellion or outright disobedience in response to instructions.
- 4) Fighting as defined as “striking in anger with the intent to cause harm”
- 5) Obscene, vulgar, or profane language as well as taking the name of the Lord in vain.
- 6) Repeated discipline from the teacher with no repentance from the student.

The Administration may require loss of privileges, restitution, parental involvement, suspension,

or other appropriate measures.

If for any reason a student receives discipline from an administrator, the parents will receive a written notification of the reason for the discipline and the details of any discussions. The administrator will also make a note of the visit in the student's file. Formal disciplinary procedures will be as follows:

- 1) If a student is disciplined by an administrator for a third time in a given school year, a meeting with the parents will be scheduled in order to gain assurances from them that the child's behavior will improve.
- 2) If a student is disciplined by an administrator a fourth time, a two-day suspension is mandated. The board will be notified of the suspension and of all the relevant details of the case.
- 3) For a fifth administrative disciplinary action, the student will be suspended pending an expulsion hearing with the board. If the board deems expulsion inappropriate for the fifth administrative disciplinary action, all subsequent disciplinary actions by the Administration will be brought to the board for review.
- 4) An expelled student may apply to re-enroll the following year only after an appeal to the school board.
- 5) If the board and the Administration jointly deem it necessary, a student may be expelled prior to five administrative disciplinary actions. Examples of behavior that may necessitate immediate expulsion are: endangering/threatening the lives or well-being of other students or staff members, gross violence, costly vandalism of school property, or violations of civil law.
- 6) If at any time a parent believes that his/her child has been unfairly expelled, they have the right to appeal to the board of directors.

NOTES ON CONDUCT

Courtesy

Students have the responsibility to respect the rights and property of fellow students, teachers, administrators and visitors. At all times, adults should be addressed with a title (Mr., Miss, Mrs., Coach, etc.) followed by the surname rather than the first name. Students should treat each other with respect, kindness, and compassion. Harassment or rude behavior by a student will not be tolerated. St. Augustine School desires to encourage students to learn to edify one another.

Bullying

Students are to refrain from bullying of any kind and can be suspended for such conduct at the discretion of the Administration. Any student who becomes aware of bullying is required to immediately report it to a teacher or administrator.

Immoral or Illegal Behavior

Students should refrain from any distribution or display of materials which are obscene, libelous, or which advocate the commission of unlawful actions. Students should not be involved in or create an impression of involvement in immoral activities. Neither tobacco products, non-prescriptive drugs, alcohol, nor weapons are allowed on campus or at any St. Augustine School-sponsored event.

Language

Improper or disrespectful speech (e.g., profanity, lying, back-talking, etc.) in the presence of classmates or staff will not be tolerated on campus during or between classes or while involved in a sport or other school-related activity. As St. Augustine School representatives, students should strive to speak in a Godly manner on and off campus.

Use of Property and Buildings

Students have the responsibility to be good stewards of the physical resources God provides for our use. Students should actively protect and take care of the school's property and assist the school staff in operating a school that is safe for everyone. Students should demonstrate consideration of others and school property by keeping the facility and grounds clean at all times and by refraining from any action that may cause property damage (e.g., throwing trash on the grounds; leaving trash in the classrooms or lunch area; writing on tables, walls, or other property; sitting or standing on tables; standing on chairs; leaving personal property in the hallways; etc.).

Party Invitation Distribution

Please be sensitive to other children in the classroom and refrain from distributing party invitations at school to personal birthday parties unless all the students in the class are being invited.

Electronic and Telecommunication Devices

Students should not bring any electronic devices to the school without a specifically granted exception. Electronic devices or media may be used in the classroom for academic reasons only with the permission of the teacher or the Administration.

Logic and Rhetoric school students may bring electronic devices to school, but all devices (cell phones, laptops, tablets, music players, etc.) must be turned in upon entering the building and picked up at 3 PM. Students who fail to submit devices will have the devices confiscated and returned to the parent. Devices will be kept for one week for repeat offenders.

Primary and Grammar School students should not bring cell phones or other such communication devices to school.

All student communications with parties outside of the school should go through a member of the school staff while a student is on campus.

CONDUCT GRADES

We strive to encourage and train our students to exemplify wisdom, excellence, and joy. Assessment of excellence will be quantitatively reflected on each child's quarterly Report Cards through academic grades, as well as regular exhortations toward doing all that one can with what one has been given by God.

Additionally, Report Cards will include Conduct Marks in the following categories, which are connected to our missional pillars of wisdom and joy.

Wisdom

- Responsibility
 - *Shows Responsibility with Assignments and Belongings* - this includes bringing things to class, taking things home, being a good steward of his own belongings and of those things around him, and general reliability.
- Time Management and Focus
 - *Manages Time Wisely and Focuses on Work Well* - this includes arriving at class on time, not getting distracted, working independently, remaining focused on the task at hand.
- Self-Control
 - *Exercises Appropriate Control Over One's Self* - this includes not talking at inappropriate times, not moving in inappropriate ways or at inappropriate times (not running in the hallway, etc.), and generally choosing to manage one's self wisely.

Joy

- Attitude
 - *Displays a Becoming Attitude* - this includes eye contact, responses to adults, greeting friends, responses to correction, general disposition, and especially when that disposition is projected onto others.
- Cares for Classmates
 - *Shows a Genuine and Consistent Concern for Peers* - this includes using kind words, offering help when help is needed, never being unkind, never disparaging, and working well in groups
- Respect for Authority
 - *Shows a Genuine and Consistent Respect for Authorities* - this includes saying "yes ma'am" and "no sir," responding appropriately to discipline, first time obedience, deferring to adults.

DRESS CODE

St. Augustine School's dress code is intended to reflect the school's stated aims to honor God and disciple students. It is designed to encourage modesty, decency, propriety, and professionalism and to de-emphasize the use of clothing as a significant means of establishing identity or gaining

attention or social status (Matt 6:28-34; 1 Cor 9:19-23; 1 Peter 3:2-4; 1 Tim 2:9-10; James 2:1-5). The Administration retains the authority to determine the appropriateness of a given student's attire or appearance and may remove the student from campus or otherwise discipline any student deemed to be inappropriately dressed. The Administration also reserves the right to grant a limited variance to these regulations for special purposes, such as sports programs and physical education classes, special dress days or other instructional exercises, provided that high standards of modesty are always upheld. While dress code enforcement will be limited to school days, provisions and standards related to modesty and decency should be respected by the students and are enforceable by the staff anywhere on the campus as well as during off-campus at school-sponsored events.

St. Augustine students are striving to glorify God in all they do. This includes their appearance, which should be neat and clean.

Accessories

Backpacks, jewelry, hair bows, and any other accessories are considered to be a part of the school uniform. They should be free of offensive, loud, or distracting logos or graphics. They should not have electronic lights or sounds.

No caps or hats may be worn in the building.

Only St. Augustine uniform jackets or sweatshirts may be worn in the building. On cold days, students may wear non-St. Augustine jackets but not inside the classrooms. Non-St. Augustine jackets can only be worn outside.

Students in Logic School and Rhetoric School may wear house scarves as part of the uniform.

Uniforms

Please refer to the separate document entitled "St. Augustine Uniforms" for specific uniform requirements.

Attire

Boys in fourth grade and up must tuck in their shirts. If the garment will not stay tucked in, it does not conform to the dress code.

No tight-fitting or excessively baggy clothes may be worn to school.

The hem of skorts, jumpers, skirts, and dresses should be of a modest length, no higher than approximately two inches above the top of the knee.

Uniform pieces should be kept neat - no clothing that is torn, frayed, worn at the knees, has holes or other unusual features that draw attention to the student may be worn to school.

All undershirts worn by boys and camisoles worn by girls need to be white in color and must stay tucked in.

Hair

Hair for both boys and girls should be worn neatly and out of the face at all times. Hair for boys should not extend past the eyebrows in the front and should be off the collar in the back. Boys out of compliance with the hair cut policy may receive a pink slip and must resolve the issue prior to returning to school.

Enforcement

Students are informed of infractions when noticed by school faculty and staff and are expected to correct those deficiencies, immediately when possible, and by the next school day when not immediately possible. Teachers are expected to deny entry to the class to any student out of uniform. Small dress code infractions may result in assigned copy work and defiant and/or repeated violations of the dress code may result in disciplinary action including dismissal from school for the day, parent conferences, and even suspension.

PARENT/TEACHER COMMUNICATION

Co-teacher Training

Co-teacher training sessions are vital for the success of each student and family. During August's teacher-led sessions parents (and students in grades 4 and up) meet the teachers and receive very important information regarding the content, format, and specific requirements of each class as well as the expectations of each teacher. General sessions, both in August and throughout the year, encourage and remind us of why we have all chosen to educate our students in the classical, Christian, collaborative model as well as continue to equip families with the tools they need to thrive at St. Augustine.

Parents or students who are unable to attend the teacher-led sessions in August may require an individual meeting with a teacher. If so, that teacher will need to be compensated for his or her time, and a fee will be assessed on ClassReach.

Ongoing Communication

Communication between the teachers and the parents is crucial in collaborative education. The teachers will communicate with the parents and students on a regular basis, primarily through ClassReach messages. The faculty and staff at St. Augustine School are available to assist parents in areas of instruction and character development. The parents are welcome—and, in fact, are encouraged—to contact the teacher via ClassReach for assistance or with questions.

ClassReach

The primary form of communication from the teachers to the parents is via ClassReach, the online school management software system used by St. Augustine School. Teachers will post assignment sheets in ClassReach in a timely fashion for parents to access from home. Students and parents can access grades and assignment details through ClassReach.

Problem-Solving Within Our School Community

Specific guidelines will be followed in resolving problems as they occur. Parents and teachers agree to the following procedure:

- Parents should always talk to the teacher first. Parents who attempt to talk to someone else

in the office or to another teacher should always be referred back to the teacher first. Parents are discouraged from discussing conflict amongst themselves.

- If the parent and teacher are unable to resolve a situation, the parent should be referred to the Administration.

Under all circumstances, Christian communication principles should be exercised and confidentiality of the problem should be maintained.

TEACHER-STUDENT RELATIONSHIPS

Philosophy

St. Augustine School is committed to fostering an environment that promotes academic success and spiritual growth. In order to achieve this, we are dedicated to maintaining an atmosphere of mutual respect, fairness, and trust, as well as a community that is free of behaviors that can undermine the very mission of our school. Although students bear a significant responsibility in creating and maintaining this atmosphere, the teachers bear an even greater responsibility because of the nature of their role, which is not only instructional and evaluative but also one of modeling the behaviors we wish to see in our students.

St. Augustine School is committed to wise use of internet and communication technology, enabling students and teachers to avail themselves of the numerous benefits that come by way of these advancements. Additionally, St. Augustine School is committed to setting limits and promoting self-controlled use of these tools, allowing time for the development of skills and habits that can only be gained in a technology-free environment.

Taking into account the ease by which misconduct can occur in using the internet and a cell phone, St. Augustine School considers any communication between a teacher and student an activity that the school is responsible to set standards for, to train faculty and students accordingly, and to enforce the standards. Both employees and students are expected to abide by these standards in all their communications, verbal and written, in person or via technology. Employees and enrolled students represent St. Augustine School to the public at large, and misconduct in any sphere, including online communications, is to be taken seriously and can be grounds for dismissal or expulsion.

St. Augustine School expects teachers, coaches, and students to conduct themselves in a manner that is worthy of the gospel of Jesus Christ (Philippians 1: 27). Teachers/coaches are responsible for demonstrating the highest standards of ethical, moral, and professional behavior and to exercise discernment, while interacting sensibly and courteously with students, parents, staff, and the public. In addition, teachers/coaches and students are expected to abide by respectful and wise standards in all forms of communication, reminding one another that “nothing in all creation is hidden from God's sight and everything is uncovered and laid bare before the eyes of Him to whom we must give account” (Hebrews 4:13).

Guidelines for Teacher/Coach-Student Conduct

1. A teacher/coach must not engage in an inappropriate relationship with a student under any circumstances. Inappropriate conduct includes the following: any sexual contact; conversations of a sexual or romantic nature; obscene language; suggestive remarks or actions; jokes of a sexual nature; obscene gestures; unwarranted or inappropriate touching; sexual exhibitionism; and deliberate exposure of students to sexual behavior of others, except in the case of prescribed curriculum in which sexual themes are being addressed from a Christian view of the world.
2. A teacher/coach is to physically contact a student only in ways that make the student feel comfortable such as shaking hands, a congratulatory pat on the back, or with gently guiding young children or holding their hand for reassurance or encouragement. When students, especially very young children, are hurt or seek comfort, it is appropriate to provide assurance by putting an arm around them. Praying with students is highly encouraged. Teachers will refrain from putting arms around students when instructing them, repeatedly and unnecessarily touching students, allowing a student to sit on their lap, or giving back rubs and massages.
3. When serving as a student's mentor, the teacher/coach is to develop the mentoring relationship with clear professional boundaries that cannot be interpreted as a personal interest in the student. The teacher/coach is to praise and recognize all students when appropriate, and to give attention fairly to all students. Teachers are to be discerning when mentoring individual students and not display favoritism so that other students do not feel excluded or uncared for.
4. A teacher/coach is not to meet alone with a student behind closed doors or be alone with a student at home or in any location where they are out of view from others. When meeting privately with a student, a room will be chosen that has a door with a window or the door will be left open.
5. A teacher/coach may not conduct a series of one-on-one meetings with a student without the knowledge of the headmaster and without permission from the parent.
6. A teacher/coach is not to single out a particular student or group of students for personal attention and friendship beyond the bound of an appropriate educator/mentor-student relationship.
7. A teacher/coach is not to invite students for social contact off school grounds without the permission or knowledge of the parents.
8. When faced with an injury, the teacher/coach needs to be sensitive in how they manage the situation, especially in dealing with a student of the opposite sex. Whenever possible a parent or teacher of the same sex as the student should be asked to assist.
9. Teachers and coaches are only to offer rides to students with the expressed consent of the parent and only when two or more students are involved. (For employees who are friends

with the family of a student(s) for whom the employee frequently provides transportation, this particular policy may be waived with the express consent of the family.)

10. Teachers and coaches are not to knowingly engage in online gaming with students.
11. Teacher and coaches are not to be involved in any “chat rooms” with students.
12. Teachers and staff should refrain from being “friends” (or the equivalent) with Grammar and Logic School students on social media.

Guidelines for Student to Teacher/Coach Communication

1. Logic School and Rhetoric School students are to message teachers from their ClassReach account to the teacher’s ClassReach account. Grammar School students may also utilize this tool if they need to communicate with their teachers directly. Emails to or from another account should not be used.
2. Students are encouraged to make use of their classmates’ knowledge for questions that might be easily addressed in that realm (i.e. “What did the teacher say in class about our homework?”).
3. Students should call a teacher on the phone **ONLY** when it is absolutely necessary and only if the teacher has made this option available.
4. When messaging a teacher, take note that the teachers are not on call twenty-four hours a day, nor on the weekends. Students should message a teacher by 11:00 am on Mondays and Fridays and, for Logic and Rhetoric students, by 3 pm on Wednesdays with any questions. Teachers should respond to all messages received by that time by 2 pm on Mondays and Fridays and by 5 pm on Wednesdays. Messages received after that time should be responded to on the next business day.
5. Students will not text a teacher or coach unless it is vital for details regarding a school activity, such as change of a practice location.

Reporting Offenses

Students abused by teachers or coaches tend to delay disclosure by reason of deference to an authority figure, embarrassment, guilt, or fear. The abused student fears retaliation by the offender; they fear that no one will believe them and that they will be blamed; they fear some sort of punishment. A child's desire to comply with the requests of an adult that the child trusts and by whom he or she wishes to be accepted is another inhibitor of disclosure. The genuine affection a child may have for the teacher, especially one who promotes the "special relationship" and who has spent a great deal of time in the grooming phase, should not be underestimated.

Therefore, it is imperative that suspicion of abuse be reported to an administrator immediately:

- i. Students are encouraged to disclose abuse to a trusted teacher or administrator and to their parents. Parents are encouraged to report suspected abuse to an administrator.
- ii. Teachers, coaches, and staff are to report suspected abuse confidentially to their direct supervisors.

The Administration will take action immediately by investigating the report thoroughly then taking action in accordance with the school's policies and the local and state law.

V. ACADEMIC POLICIES

ACADEMIC SCHEDULE

St. Augustine operates on a four-quarter schedule. Report cards are issued at the end of each quarter. A student's average in a class is cumulative for each quarter and starts over at the beginning of each new quarter. The final grade for the class will be based on the four quarters' averages, as well as on exam grades when applicable. See more in grading.

Tuesdays and Thursdays are on-campus days for all students. Students will learn in their satellite classrooms on Mondays, Wednesdays, and Fridays. Logic School and Rhetoric School students will attend classes on-campus Wednesday mornings. Rhetoric School students may attend classes on selected Mondays and Fridays depending on the schedule.

ASSIGNMENTS AND ASSESSMENTS

Assignments will be posted in weekly ClassReach assignment sheets for all non-credit-bearing classes. Classes which bear credit will operate on a semi-quarterly syllabus. Assignment sheets and syllabi will be ready for parents and students on the Saturday before the week in which they are used by 6:00 am.

Teachers are responsible for ensuring that a student has all that he or she needs to complete assignments by 8:00 am on the day the assignment is to be completed. To assist families in maintaining flexibility, teachers are encouraged to make available all that is needed for the week when posting assignment sheets. Students will not be held accountable for assignments for which they did not have all needed materials by 8:00 am on the day the assignment was to be completed.

Teachers will grade and return assignments in an efficient manner.

Students will be notified of assessments at least one week in advance of the date of the assessment.

Efforts will be made by teachers to spread out large assessments, but in a collaborative model education, it will be the case that more than one test will fall on the same day from time to time. Students are encouraged to develop time management skills and spread out preparation as much as possible.

GRADING, EVALUATION, AND FEEDBACK

Grades should never be viewed a commentary on the relative worth and value of the individual, but rather as an accurate reflection of the mastery of material in a given class. They will also be affected by the student's effort in the class.

At St. Augustine School, grades serve four basic purposes:

- to help us teach and train by providing feedback to students and parents;
- to help us in the on-going placement of students at a level and in subjects responsive to

their needs and abilities;
 to provide us with a just and legitimate means of holding students accountable for the quality of their work; and
 to provide us with an ongoing and widely understood means of communicating a student's progress and achievement to his parents and other parties such as college entrance boards or other schools to which the student may transfer.

The grading standard will be objective and evenly applied within a given class. The standard will also allow for individual differences by defining minimum passing standards in terms that allow for a range (70-100% proficiency) of acceptable achievement. The ultimate purposes of these measures will be to define the standard, to provide valid and meaningful feedback, to encourage disciplined academic study, and to encourage student progress in both learning and achievement.

GRADING STANDARDS

ESNU Scale

This scale will be used in primary school, as well as for certain classes that are best served by it in grammar and logic schools.

E - *Excellent*. Student is performing notable above grade-level standards and expectations.

S - *Succeeding*. Student is performing at or above grade-level standards and expectations.

N - *Needs Improvement*. Student needs work to meet grade-level standards and expectations.

U - *Unsatisfactory Performance*. Student has not met grade-level standards and expectations.

Numeric Scale for Non-credit-bearing Classes

This scale will be used in classes assigning number grades, but which are not included on a student's transcript. We've found that detailed differentiation isn't necessary - and can breed anxiety and fight against virtue - especially the in non-credit bearing classes in which our grammar and logic school students are enrolled.

A+ - A grade of 97-100%

A - A grade of 90-96%

B - A grade of 80-89%

C - A grade of 70-79%

F - A grade below 70%

Numeric Scale for Credit-bearing Classes

This scale will be used in classes which bear credit and are included on the student's transcript.

Grade Scale and associated grade point average (GPA) points for credited classes (7th grade & up):

97 and up	A+	4.3
93 - 96	A	4.0
90 - 92	A-	3.7
87 - 89	B+	3.3
83 - 86	B	3.0

80 - 82	B-	2.7
77 - 79	C+	2.3
73 - 76	C	2.0
70 - 72	C-	1.7
Below 70	F	0

Other possible grades are Incomplete (I) and Withdrawal (W). A student will receive an “I” if unable to complete the course requirements due to circumstances beyond the control of the student and special permission is granted by the Administration to complete the requirements after the semester has ended. A student will receive a “W” if he or she withdraws from the course after the first class day of the second quarter.

Honor Roll

Any student in grades 3 and up with an overall weighted average of 97% or above will be on the Headmaster’s List Honor Roll. Any student with an overall weighted average of 90% or above will be on the Honor Roll. Weighted averages are calculated based upon the number of weekly classroom hours each child spends in each subject. Students receiving Unsatisfactory conduct marks are ineligible for the Headmaster’s List or Honor Roll. To be eligible for Honor Roll or Headmaster's List, a student must be enrolled in at least 75% of the academic hours that constitute full-time enrollment for their grade level. The chart below is used in calculating eligibility:

Grade Level	Full Load	75% of Full Load
Upper Grammar School 4 th - 5 th	12 hours/week	9 hours/week
Logic School 6 th - 8 th	15 hours/week	12 hours/week
Rhetoric School 9 th - 12 th	18 hours/week	14 hours/week

SCHOLASTIC READING COUNTS

Because we want to foster in St. Augustine students a habit of reading for pleasure, we have established required levels of points earned on Scholastic Reading Counts for students in grades 1st through 5th to earn through Reading Counts. Students will independently take Reading Counts quizzes for books they have independently read in order to earn points toward the goal. Logic School students will have Reading Counts accounts and are encouraged, but not required, to earn points.

In 2nd-5th grades, a quiz grade in the student’s English class will be given each quarter which reflects the percentage of the required points the student has earned; partial credit will be given for failing to reach the required totals. Students who double their required points will be invited to a party at the end of the year.

Required Points: 1st grade - 25 points; 2nd grade - 50 points; 3rd grade - 75 points;
4th grade - 100 points; 5th grade - 125 points

REPORTING OF GRADES

Parents may access the student’s grades at any time through ClassReach. These grades are “real-time” and cumulative for the quarter-to-date. Report cards will be sent home every quarter. Report cards are a time for families to discuss academic goals, celebrate hard work, and make a plan for future efforts.

Each teacher will define specific criteria for assessing grades. All such criteria must honor any standards, requirements, or limitations imposed by curriculum guides and other relevant policies for the establishment of grading criteria within a given course.

GRADUATION REQUIREMENTS

To graduate with a Diploma from St. Augustine, a student must earn the following credits:

Subject Area	Number of Credits
English	4
Mathematics	4
History	4
Science	3
Foreign Language	2
Bible	1
Aesthetics	1
Logic	1
Rhetoric	2
Technology	1
Electives	3
<i>Total</i>	<i>26</i>

To graduate with a Distinguished Diploma from St. Augustine, a student must earn the following *additional* credits:

Subject Area	Number of Additional Credits
Foreign Language	1
Logic	1
Electives	2
<i>Total Additional</i>	<i>4</i>
<i>Overall Total</i>	<i>30</i>

The math credits will include Algebra I, Geometry, and Algebra II.

The science credits will include Biology, Physics, and Chemistry.

The foreign language credits will include Latin I and Latin II.

The technology credit will be earned through online-modules and will not require class time.

Electives may be earned in any of the subject areas in which a student earns more than the base requirements.

Transfer Credits

Students interested in transferring credits for classes not taken at St. Augustine may approach the administration to discuss how to obtain credit from other institutions or by examination. Up to 25% of the total required graduation units may be transferred. Additionally, no more than one credit in each subject area may be transferred. An exception may be made, at the administration's discretion, if a student is taking classes not offered by St. Augustine.

ACADEMIC PERFORMANCE STANDARDS

At the end of each quarter, students who have below a 70% in any class will be placed on academic probation. Families, teachers, and administrative staff will work together to develop an academic improvement plan. At the end of the next quarter, a student will be removed from academic probation if he or she has above a 70% in all of his classes. If a student remains on academic probation for more than two quarters, the administration may recommend that the student not be offered re-enrollment for the following year. If a student has an average of below 70% in a specific class for two consecutive quarters, the administration may recommend that the student withdraw from the class.

Students who have withdrawn or failed to meet course requirements in more than one class will not be promoted to the next grade level. Students who have withdrawn or failed to meet course requirements in a specific class may choose to seek re-enrollment in the class for the following academic year. In the case that space is available, these students will be required to take a placement test to be readmitted.

ACADEMIC DISHONESTY

A truthful witness gives honest testimony, but a false witness tells lies. Proverbs 12:17

St. Augustine School will not tolerate academic dishonesty. Academic dishonesty is both a serious breach of personal integrity and a serious hindrance to student learning. Therefore, we exhort our students and their parents to adhere to high standards of personal integrity, both in school and in the satellite classroom. I Chronicles 29:17 reminds us that God "tests the heart" and is "pleased with integrity." We want to encourage and equip our students to become disciples of Christ, committed to serving and pleasing God in all they may do.

Our Honor Code addresses the spirit behind academic dishonesty, which, as the heart of the matter, is the most important thing. However, we also believe that being very clear about what is meant and how it will be addressed is important in a handbook.

Academic dishonesty is broadly defined as any attempt on the part of a student or parent, whether realized or not, to use any unauthorized resource or to falsely represent the student's level of achievement or mastery in a given course or with regard to any element of the course.

This includes, but is not limited to:

- Lying or giving false information about completed assignments;
- Copying the work of others at any time without direct authorization from the instructor;
- Using any resource, such as solution manuals and teacher edition textbooks, to complete assignments without the direct authorization from the instructor;
- Obtaining any quizzes, tests, or academic materials created by or belonging to the school without direct authorization from the instructor;
- Engaging in plagiarism by presenting the ideas or works of another as one's own or failing to properly cite the author;
- Altering a graded paper or project for the purpose of disputing the accuracy of the grade;
- Giving or receiving information during an examination or on assignments is not permitted.

Enforcement

Generally, the instructor will follow these steps if academic dishonesty has taken place:

First offense:

Disciplinary referral and a grade of zero (0) for the affected assignment

Copy of referral sent to the parents, the Administration, and the student's file

Conference called for the Administration, student, and parents to resolve or correct the offense

Second offense:

All included in the first offense plus the administration will take disciplinary action appropriate for a serious offense and will notify the Board of Directors.

LATE WORK POLICY

St. Augustine School, desiring to promote both Godly character qualities (such as self-discipline, diligence, and self-control) and high academic standards, has adopted the following general principles concerning student assignments turned in late.

An academic (i.e., grade) penalty will be assessed for any work turned in late. This principle provides a means of encouraging our students to adopt and cultivate the biblical values listed above.

Practical Application of the Late Work Policy

Homework is due at the start of class on the date that it is due.

Arrangements should be made with the teacher for make-up work prior to any planned absence. Beyond primary school, it is incumbent upon the student to initiate this process.

Work that is late due to an unexpected and unavoidable absence, such as an illness or family

emergency, should be turned in within one week of the absence. See the *Exceptions to Late Work Policy* section below for guidance pertaining to specific types of absences.

Work that is late due to any unexcused reason (e.g., left at home, failed to complete, lost homework, work missed due to an unexcused absence etc.) may be treated as follows:

In all courses graded with E, S, N & U late work policies will be teacher specific

In all courses graded with A, B, C, & F late work may be turned in the next class day, but 20% will be deducted; work turned in after that will receive a deduction of 50%.

Work submitted beyond 3 weeks will not be accepted and the student will receive a zero.

Exceptions for Late Work

Absent Due to Illness: The student will have one (1) week from date of absence to turn in work missed while absent without incurring a penalty. This is in addition to the “new” work being assigned. Work that was due on the day of the absence (the student knew about it prior to the absence) should be turned in the first class day the student returns to school. If this is not possible because of the nature of the illness, the parent should notify the teacher in order to obtain permission to turn in the assignment at a later date.

Unprepared Due to Illness: If the student is ill on a satellite class day and is unable to complete assignments or prepare for a test, but is able to attend the following campus class day, parents should contact the teacher using ClassReach before the student returns to class to discuss the child’s inability to do home assignments while ill. The student will be allowed to come to the next class period but not be responsible for the assignments due or a test. Parents should be aware that this might keep the child from participating in all learning activities because of the work not completed. All assignments and testing must be completed and turned in to the teacher within one (1) week of the absence.

Multiple Absences Due to a Prolonged Illness: The parent should make special arrangements with the individual teacher(s) to obtain lesson plans and work out a schedule for turning in missed work. Failure to make special arrangements with the individual teacher(s) could result in the student’s not obtaining credit for the course(s).

Failure to Turn in Work for Special Circumstances: If a student is unable to turn in an assignment by the requested due date for sufficient reasons (e.g., events or conditions outside the immediate control of either the student or his family), the parent should notify the teacher prior to class, if possible, or by the end of the class day the assignment is due. The parent should explain the special circumstances and obtain permission from the teacher to turn the assignment in at a later date; otherwise, the work will not be accepted.

Inability to Complete Assignments: The parent and/or student should make every effort to contact the teacher if an assignment is not clear, the student has difficulty with the concepts, or the student cannot finish the assignment in a “reasonable” time. If the work

cannot be completed, the student may, at the discretion of the teacher, be allowed to turn the work in at a later time without penalty. No late work will be accepted any time after the end of the quarter in which it is due unless the student receives an “Incomplete” in the course, and it is approved by the Administration. Students and parents should carefully read the course syllabus to fully understand the specific communication and grading standards for each course.

Absent Due to Co-Curricular Activities: When students expect to miss a class due to participation in official extra-curricular activities of the school, previously assigned work should be turned in early or the student should make prior arrangements with the teacher if it will be difficult to meet the assigned due date. Work assigned on the day of the absence should be completed by the next class period.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

All students must meet the minimum grade requirement for extra-curricular participation.

Extra-curricular Activities are defined as any activity that involves student participation in an event not connected to the goals and objectives listed for a particular class at St. Augustine. These would include sports as well as clubs that meet during or after school hours.

Guidelines:

1. No student on academic probation may participate in extra-curricular activities.
2. No student may begin participation in an extracurricular activity with a cumulative GPA of less than 2.5.
3. Any student who has a cumulative GPA of 2.0 or less will, at mid-year, be required to drop all extracurricular activities.

TARDY AND EARLY DISMISSAL POLICY

A tardy is defined as not being prepared at the scheduled start-time of the class. In order to be prepared, a student must have his backpack stored, have his necessary learning materials on his desk, and be seated with his attention directed toward the teacher. Failure to comply with these expectations will result in a tardy. Students who are tardy for the first class of the day should report to the office before proceeding to class. Office staff will complete a tardy slip, one copy of which will be sent home with the student.

The first tardy of each quarter will be an excused tardy. The third tardy will result in Lunch Detention and a parent conference. Only those tardies due to circumstances beyond the control of the student or parent will not be counted against the student and may require written verification.

Students may be granted early dismissal if a prior request is made by the parent. Any student leaving campus not during carpool time must be signed out in the office. The office must be

notified in writing if someone other than a parent is picking up the child from school – at carpool time or otherwise.

ATTENDANCE REQUIREMENTS

Students must regularly attend class in order to successfully complete a course. This means that they may not incur more than three unexcused absences per semester for a course meeting twice a week. An unexcused absence refers to absences that are incurred for reasons other than illness, injury, or emergency within the family. Students failing to meet these attendance requirements will not be recognized as having completed the course, and a grade of I (incomplete) will be given for that course. Students receiving an Incomplete will not be promoted to the next grade level. In the case that space is available, students receiving Incompletes will be required to take a placement test at the end of July to be readmitted.

Parents should contact the office (preferably by CR message) to report their child's absence as early as possible. A child's absence will be marked as unexcused until and unless a note is received which informs the school of an illness, injury, or emergency. Notes excusing absences must be received within two class days of the absence.

Parents or students should check ClassReach for assignments and then, if needed, message individual teachers regarding missed assignments.

In the case of an unexpected event, such as a death or accident in the family, all efforts will be made to assist the student and family in meeting requirements. Adjustments may be made with regard to required assignments; however, mastery of course content is still necessary to satisfactorily complete the course.

Vacations and Trips

We encourage families to plan vacations during school breaks when possible. In the event that a student misses a class for a trip or vacation, the responsibility for completing required assignments and for mastering course content rests with the parent and student and not the classroom teacher. Required assignments need to be turned in no later than the next school day after returning from the trip. Any missed tests need to be made up, and the parent/student is responsible for making the arrangements for when and how the make-up will take place. Projects and compositions due during a scheduled trip need to be turned in prior to the trip.

STUDENT DISABILITIES

At St. Augustine School, any condition in a student applicant or enrolled student which does not require a separate classroom, program, and/or staff in order to provide the educational services desired by the parents should not preclude a student from the school program.

Students who have been diagnosed as having a learning disability will be required to meet the same academic standards as all the other students in their respective grades. It is St. Augustine's desire

to assist students and families as much as is possible within our specific context.

A student with a severe learning disability may not be admitted to St. Augustine School due to the lack of adequate staff, funding, and facilities to properly serve that child.

VI. PHILOSOPHY OF SERVICE

SERVICE IN OUR MISSION

Education is not primarily about the acquisition of knowledge but about the formation of virtues. To attempt to cultivate virtue without acknowledging the needs of one another and of our community would be shortsighted. St. Augustine is situated within the greater metro area of Jackson, Mississippi, and the school should encourage its families and staff to serve that community.

SERVICE WITHIN AND WITHOUT

Service within the school trains our students that the neighbor we are called by Christ to love is every person whom the Lord brings into our lives. Service outside the school allows us to engage the community, growing friendships in areas we might not otherwise frequent, which is important for our health as a community of learners. It also better informs our perspectives about our role in God's command to care.

HABITS OF SERVICE

Many of our families are engaged in regular service, especially through their churches. We wish to supplement, not supplant, that work. Our desire is to provide opportunities for our students, families, and staff to cultivate a habit of regular service, so that loving others – especially the materially poor – can be more easily incorporated into our days.

SERVICE THROUGH PARTNERSHIP

All service should be engaged in with humility, seeking the guidance of our community partners. We believe it is usually better to come alongside those already engaged in active work than to create a new plan for work on our own. Engagement with a particular community partner is not meant to endorse all aspects of that partner's work or mission. We acknowledge that we can and should learn from those serving regularly and those whom we might have the privilege to serve.

AVENUES OF SERVICE

We hope to accomplish this vision for service through three avenues:

- 1) The work of our Service Coordinator, who manages all contacts with community partners, encourages regularly serving with those partners, and organizes family service week each spring.
- 2) The work of our parent-led Care Committee, which focuses on meeting any needs of our staff or families which may arise, and
- 3) The work of our Student Service Club, which focuses on what students can do to serve the school, especially through supporting the efforts of both the Service Coordinator and the Care Committee.

St. Augustine School desires to love our neighbors as ourselves, and our prayer is that our commitment to service will, beyond any other results, bring glory to the one who died to serve His people.

VII. ST. AUGUSTINE DAILY LIFE

EMERGENCY PROCEDURES

Medical

In an emergency situation involving a student, 911 will be called and the parent notified immediately.

Drills

Periodic drills will take place so that students, teachers, and staff can practice for an emergency situation such as a fire or tornado. Teachers will quickly and calmly escort students to designated safe areas and check their class rosters there. Common areas (e.g., restrooms, gym, stairwells, etc.) will be checked by the Administration.

FACULTY/STAFF GIFTING

Expressing appreciation to St. Augustine School teachers and staff is appropriate and kind. A personal note of thanks is always appreciated, and individual gifts should be given in a way so as to not make other students or parents feel pressured or uncomfortable.

A group gift is often given at the end of the year. This is never to be considered mandatory for any family. There is a teacher appreciation committee that regularly feeds our faculty. Any parents is welcome to join. If you have any other ideas about showing appreciation for your teachers, please contact the Administration for guidance.

FIELD TRIPS

The St. Augustine School experience extends beyond the classroom through field trips each year.

All field trips that occur at St. Augustine are optional family trips. They will usually occur on non-classroom days and siblings are usually welcome (some destinations will be less appropriate for young children).

The following standards apply to ALL chaperones and/or drivers for St. Augustine events:

General Guidelines

- Teachers and/or parents leading trips must take the field trip on any school-sponsored activity. Parents will advise teachers of any medical needs that children have.
- Appropriate attire (but not uniforms unless otherwise noted) is required at all times for students, teachers, and parents.

- St. Augustine students may not drive on school-sponsored trips or activities unless approved by St. Augustine faculty and staff.
- St. Augustine School does not usually cover admission fees or other costs for drivers and chaperones.
- A chaperone or student who engages in behavior that leads to the destruction of another's property may be required to pay for the damage.

Leadership Standards

St. Augustine faculty and staff are the official leaders of trips, and they will make the final decisions as to itinerary, agenda, logistics, and attire. Logistical matters may be delegated to parents. Parents are not to alter the plans in any way for any students unless they arrange this with the faculty/staff leaders before the trip. As they are ultimately responsible for the trip or event, including the conduct of all students and chaperones, St. Augustine faculty/staff have the final word on all matters. All attendees (including students, siblings and adults) are expected to respect the authority of the faculty/staff leaders.

The role of the parent chaperone is critical to the success of any field trip or activity. Parent chaperones have the responsibility for the students assigned to them by the faculty/staff leaders, including their safety and conduct. Parents should assist the faculty/staff to ensure that students are supervised at all times during trips or activities. Chaperones should immediately report to the faculty/staff leaders any behavior or activity that poses a threat to any student or is otherwise believed to be unacceptable.

Legal Boundaries and Liability

St. Augustine School takes no responsibility for the transportation of students; for the safety of students and their families on their way to, from, or during field trips; or for the oversight of children on field trips. The same standards of behavior that apply in school will apply to field trips. Student behavior during a field trip should mirror classroom expectations.

Decorum/Department

Personal music and/or video devices, as well as electronic games, may not be brought to any school-sponsored trip or event. If staying in hotels, the television may not be used without direct adult supervision. Television programming and movies, except for those with a "G" rating, may not be viewed during any school activity without parental consent.

All adults are required to set a proper example for students. Parents are encouraged to enjoy the experience with the students, but they must take the lead in modeling acceptable standards of etiquette and behavior. Adults who choose not to abide by these guidelines will not be allowed to serve as a chaperone.

Chaperones will see that students assume the same responsibilities on an event as they do during the regular school day. Chaperones are expected to assist the teacher in holding students to this standard of behavior.

The Right Place

Unless otherwise instructed by the teacher, students are to remain together at all times during the field trip.

When staying at a hotel or other lodging facility, teachers and chaperones will restrict students of the opposite gender from entering each other's rooms. Students are expected to respect each other's property and to regard the luggage of others as private. Sleeping arrangements will be made so that there is appropriate adult supervision.

St. Augustine Example

In summary, while on field trips or school-sponsored activities, students, parents, and teachers are expected to conduct themselves as if in the presence of God, doing all for His glory, in harmony with the standards and policies of St. Augustine School.

MEDICATION

Parents should share special instructions with school staff if their child has any special health issues. If it is necessary for a child to take medication during the school day, the medicine should be left in its original container along with specific instructions in the school office. Medications will not be allowed in the classrooms.

PRIVACY POLICY

General

All personal information (defined as any information that identifies or can be used to identify, contact, or locate the person to whom such information pertains) that we collect and maintain will be subject to the version of the Privacy Policy in effect at the time of such collection. St. Augustine School reserves the right to change the Privacy Policy from time to time at its sole discretion and will provide notice of material changes through various forms of communication.

Collection of Personal Information

Personal information is collected by St. Augustine School in many ways: through forms or other written documentation, through electronic means such as email, ClassReach, or the St. Augustine School website, through telecommunications, or other verbal means. Currently, all information collected by any means is considered to be a voluntary form of information collection. St. Augustine School does not currently collect any personal information via the website with the exception of information volunteered via the site. Personal information will also be collected using our online third-party school management system (ClassReach). To our knowledge, the school system is secure and information is only used by the school or as authorized by the school for the purpose of maintaining the system. Due to the nature of the system, personal information may be stored offsite where extra security measures can be taken to protect your personal information.

Use of Personal Information

St. Augustine School has established relationships with various service providers whose services are available to you from the St. Augustine School website or from websites that are linked to the St. Augustine School website. Typically, these providers offer services that St. Augustine School families might find useful or informative. In order to use those services, you may be required to provide personal information to the providers. Unless expressly provided to the contrary, personal information that you provide while you are visiting a provider's website will be subject to the privacy policy posted on such site, and personal information that you provide while on the St. Augustine School website in conjunction with a provider's service will be subject to this Privacy Policy.

St. Augustine School collects and uses your information in order to record and support your participation or employment in the school and related activities. St. Augustine School recognizes and appreciates the importance of responsible use of information collected. Except in the particular circumstances described in this Privacy Policy, St. Augustine School will also not provide your name and contact information to other companies or organizations without your consent.

From time to time, St. Augustine School may make available certain personal information in a variety of publications such as class rosters, yearbooks, and directories of faculty, students and families that will be distributed to the faculty and other families of the school. For publications with an intended audience beyond the St. Augustine community (e.g., marketing and promotional materials, including advertisements, brochures, web pages, videos, etc.), it is the policy of St. Augustine School to obtain an explicit consent from parents prior to the publication of any identifying personal information of students. Contact information for students shall not be disclosed in such publications, nor shall the last names of students be used unless explicitly authorized by their parents. St. Augustine School will immediately comply with any request by a parent or legal guardian to remove specific photographs featuring their child or references to their child's name.

There are other instances in which St. Augustine School may divulge your personal information. St. Augustine School may provide your personal information, if necessary in St. Augustine School's good faith judgment, to comply with laws or regulations of a governmental or regulatory body or in response to a valid subpoena, warrant, or order or to protect the rights of St. Augustine School or others.

If you **do not** give permission to divulge certain or any personal information of your child and/or family, please immediately inform the office in writing. Permission is assumed unless written notice to the contrary is given.

Right to Your Personal Information

You have the right to access and correct your personal information and privacy preferences at any time by contacting the St. Augustine School Administration, or in the case of information you

have submitted to third parties, the appropriate entity retaining control over your personal information.

Privacy-Related Inquiries and Complaints

St. Augustine School takes its users' privacy concerns seriously. If you believe that St. Augustine School has not complied with this Privacy Policy with respect to your personal information or you have other related inquiries or concerns, please contact the St. Augustine School Administration directly.

In your communication, please describe in as much detail as possible the nature of your inquiry or the ways in which you believe that the St. Augustine School Privacy Policy has not been complied with. We will promptly investigate your inquiry or complaint promptly.

CAMPUS COURTESY

Highland Colony Baptist Church is very gracious in making their church campus available to St. Augustine School. We ask that faculty and families be mindful that church staff is working during the school day. St. Augustine School has implemented the following policies to best serve the school and its families, while being considerate of church staff and the use of its campus.

Morning Arrivals

The school day begins promptly at 8:00 am for all students in grades 1 and up, and 8:30 am for all Kindergarten (K4 & K5) students. Students should arrive for carpool between 7:45 am and 7:55 am or 8:15 am and 8:25 a.m. Teachers will not accept students into the classroom any earlier than 7:45 am or 8:15 a.m. Students should be dropped off at the north entrance of the building. Parents may park in the parking lot to avoid waiting in line.

Afternoon Dismissal

The afternoon carpool line runs for fifteen minutes after dismissal time (beginning at 1:00, 2:00, and 3:00 PM). No student who has not completed the academic day may join the dismissal line without special permission from the parents and prior arrangements with the school office. Students in grades 4th & up may wait at the octoball pit for their rides to arrive. Those students should still follow parking-lot etiquette and only walk in designated walkways.

Entering the School Building

If your student is late, please call the school office at (769) 972-1386. Late students should be dropped off at the north entrance of the building. A member of the staff will unlock the door to allow your child to enter.

Campus Considerations

We ask that students and families use quiet voices in the building and be respectful of church staff. If siblings are with you as you pick up your student, they must stay with you at all times. We ask that families not enter non-school portions of the building unless instructed to do so for a special

event. If an organized event is taking place or begins to take place by another party in these areas, families should respectfully leave the area for their exclusive use. This includes St. Augustine School class/school functions, unless permission is granted to stay.

Lunch/Recess

Students will eat on the playground, designated play area, or cafeteria during rainy days with staff supervision.

Teachers will let parents know at co-teacher training if a child should be sent with a separate snack. If so, please label as such.

Please pack nutritious lunches that are low in sugar. Drinks should be water, milk or natural fruit juices. Please avoid packing “crumby” snacks for students in grades 3rd and below as they will eat them in the classroom.

Students should bring a water bottle to keep in class. Students in grades 4th and up may not eat in class but will be allowed to eat snacks in designated areas at designated times.

Birthday Celebrations

Parents may deliver easy-to-eat treats (like muffins or cupcakes) to their student’s class during a designated break, as approved by the teacher in advance. To best protect instructional time, teachers will be responsible for approving the time of such parties. Parents should be sensitive and make efforts to accommodate food allergies.

VISITOR POLICY

To enhance both student safety and operational efficiency, St. Augustine School will enforce the following guidelines governing the presence of visitors on campus during regular school hours. Students and parents should make potential visitors aware of these guidelines:

- All visitors must check in with the office upon arriving on campus to obtain permission from the office to remain on campus.
- Visitors will sign in and be required to wear a visitor badge.
- All visitors must be willing to comply with the rules and regulations governing student and staff conduct, including appropriate dress regulations.
- In order to protect the very limited time of the classroom instruction, we do not allow for classroom visits and limit the amount of parent volunteering in the classroom.
- Any exceptions to this policy must be made by the Administration.

VOLUNTEER POLICY

From time to time St. Augustine School may request volunteers to assist with certain tasks or activities that will take place both inside and outside of the school that are related to the general benefit of the school. Parents may volunteer at their own will and are encouraged to do so. Some volunteer opportunities will involve requests for certain personal information, a copy of a current driver’s license, authorization for a background check if necessary, signing a waiver, and certain

other information. St. Augustine School will also require that the volunteer be a believing Christian for those volunteer opportunities in which the volunteer is the sole supervisor over students. As volunteers are not covered under the school's insurance policies, they will need to look to their own personal insurance coverage for protection.

CONTROVERSIAL FAMILY TRADITIONS POLICY

St. Augustine school respects the diversity of thought and practice among the parents and teachers, while maintaining our goal of teaching all subjects in the light of a comprehensive Christian world view. Examples of potentially controversial traditions include the practice of pretending there exists a Santa Claus, Easter Bunny, or Tooth Fairy or the practice of Halloween. This policy applies to all staff in the course of their teaching duties or when interacting with children during the school day. It does not apply to staff on their own time.

- St. Augustine teachers and staff are to recognize and respect the differences of opinion among parents with respect to certain traditions that are embraced by some Christians and opposed by others.
- St. Augustine teachers should not encourage conversation among students with regards to these controversial traditions but will not be able to police all such conversations.
- Teachers of students of age 9 or younger will be expected to neither confirm nor deny the existence of Santa Claus, Easter Bunny, or the like. Beginning at age 10 (5th grade), teachers will be free to use those as examples of myths within our society or to teach certain worldview topics. This will necessarily involve the confirmation that Santa Claus, the Easter Bunny, etc. are stories we tell and games we play but not grounded in reality.
- Older students of Bible and history may be required to interact with traditions such as Halloween or other common practices. In all of these discussions, teachers are to model Christian charity while in the classroom.

SEXUAL EDUCATION POLICY

- Parents are responsible for deciding how to teach their children the basic knowledge of sexual intercourse. They decide when to teach this to their children and what level of detail is appropriate.
- St. Augustine will not provide a basic knowledge of sexuality to its students.
- By the end of 6th grade, students may read material that makes reference to physical and sexual development or sexual behavior. This material will be chosen carefully and parents kept aware.
- If sexuality is ever mentioned in classroom discussion, faculty members are always to speak about it in a biblical manner – praising its beauty and goodness within the bounds of a marriage between a man and woman and condemning all other unbiblical expressions of sexuality.
- A letter, approved by the board, will be sent by the Administration to all parents of 5th grade students at the end of the year informing them of the school's position on sex education.

- If a student transfers into St. Augustine after the 5th grade, it is the responsibility of the Administration to cover this in the parental interview and to send the above-mentioned letter when the student is officially accepted.
- All sexually-related topics will be discussed rarely and only as needed to support the objectives in the curriculum guide.

EMERGENCY PLANS

Absence of the Headmaster

In the absence of the Headmaster, the Provost shall make decisions in all matters for which the Headmaster is responsible. If the Headmaster and the Provost are unavailable, any Dean may make a decision addressing an emergency situation.

Security

All exterior doors will remain locked during school hours. All visitors will approach the north entrance on the west side of the building. Visitors will press the buzzer, and be let in by office personnel, assuming the visitor is recognized.

Unwelcomed Intruder

In the event that an unwelcomed intruder forces his/her way into the building:

Office personnel will immediately contact the Ridgeland Police Department.

Teachers will be notified and proceed through lock-down protocol, on which they will be regularly trained and which they'll walk through in drills periodically.

Teachers will be responsible for maintaining supervision and control of their students during this time. Teachers should remain calm, use good judgment, and keep count of all students for which they are responsible.

Teachers will remain on lock down until notification is received by the Headmaster or designee.

CLOSING OF SCHOOL FOR INCLEMENT WEATHER

St. Augustine School will generally follow the decision of Madison County Schools as it relates to the closing of school for inclement weather. Additionally, notifications will be sent via ClassReach message about decisions related to weather.