

St. Augustine Cathedral School

2017-2018

Parent/Student Handbook



ST. AUGUSTINE
CATHEDRAL SCHOOL
SCHOOL OF DISTINCTION 2012

St. Augustine Cathedral School Mission

St. Augustine Cathedral School, in partnership with parents and the Catholic Church, welcomes and shapes young people as they grow in faith, knowledge and stewardship.

Parent Commitment to Catholic Education

From the first moment that a student sets foot in a Catholic school, he or she ought to have the impression of entering a new environment, one illumined by the light of faith, and having its own unique characteristics

The Gospel spirit should be evident in a Christian way of thought and life which permeates all facets of the educational climate.

*The Religious Dimension of Education in a Catholic School, #25,
The Congregation for Catholic Education, 1988*

We agree that we are enrolling our child(ren) in St. Augustine Cathedral School because we desire that our child(ren) learn in an environment that nurtures a strong relationship with Jesus Christ within the Catholic faith. We understand that the Catholic Schools of Greater Kalamazoo (CSGK) pastors and parishes provide significant financial support and other resources to assist parents in fulfilling their primary role of educating their child(ren) in the life of faith.

Recognizing that our involvement as parents is vital in helping our child(ren) learn about and live their Catholic faith, we pledge to reinforce the mission of growing in faith, knowledge and stewardship by our own words, actions and practice of our faith:

- ✦ We will demonstrate our faithfulness by attending Mass on Sundays and Holy Days of obligation; by participating in parish life; and by incorporating prayer and scripture into our family life.
 - ✧ As followers of another faith, we will demonstrate our faithfulness by regularly attending religious services with our own faith community, and by incorporating prayer and scripture into our family life.
- ✦ We will demonstrate our knowledge of Christ's teachings by practicing the virtues of prudence, justice, fortitude, temperance, faith, hope and charity in thought, word and action.
- ✦ We will demonstrate our stewardship by registering at our parish; by regularly turning in an offertory envelope even if financial circumstances sometimes make it necessary for the envelope to be empty; and by showing the importance of gratitude and service to others in word and action.
 - ✧ As followers of another faith, we will demonstrate our faithfulness by regularly attending religious services with our own faith community, and by incorporating prayer and scripture into our family life.
- ✦ We will demonstrate Christ's love by keeping an open mind about the Catholic faith and other Christian faiths, and those who share these faiths within the school community.
- ✦ We agree to continue to grow in our desire to know and live out our faith, and to be open to the progression of our spiritual lives and our own personal relationships with our Lord and Savior, Jesus Christ.

All this we pledge with the help of Christ, our Lord. Amen.

Welcome to St. Augustine Cathedral School!
We are grateful for the opportunity to serve your family.

St. Augustine Cathedral School began in 1872 as a parish school in the basement of the parish church on Kalamazoo Avenue. In 1925 Fr. Hackett moved the parish and school to our current site. During his time, a high school building, elementary school building, Church and convent were built. Monsignor Keating arrived at St. Augustine in 1955 and in 1963 Msgr. Keating remodeled the high school and it became O'Brien High School for Girls. Hackett High School for boys moved to Kilgore Ave. A new elementary school building was built on W. Michigan Ave. site in 1964. In 1971, O'Brien High School and Hackett High School merged and moved to Kilgore Ave. Fr. Crowley became pastor of St. Augustine parish one week before it became the Cathedral for the newly formed Diocese of Kalamazoo. Fr. Crowley remodeled part of the old O'Brien High School building to become the new rectory for the Cathedral. The 1980 tornado in Kalamazoo destroyed the elementary school building and staff and students moved back in to the old elementary/high school building where the school remains today.

During the summer of 2014, St. Augustine Cathedral and School and the Diocesan Pastoral Center began the Community Anchor Project - Love Thy Neighbor! Our campus is transformed in to a beautiful multi-purpose playing field, community gardens, outdoor classroom space and playground. In addition, the entire campus perimeter will be receiving a landscape upgrade.

St. Augustine Cathedral School is accredited through the Michigan Association of Non-Public Schools and in 2012 received the honor of "School of Distinction". We were re-accredited by the Michigan Association of Non-Public Schools in April 2016. The school's level of excellence is evaluated against The National Catholic School Standards.

St. Augustine Cathedral School's teachers and staff are your partners in educating your child in the Catholic faith and academic excellence. We rely on each other to shape our young people to serve God and our community. St. Augustine of Hippo said, "Faith is to believe what we do not see; the reward of this faith is to see what we believe." We are grateful to you for choosing our Catholic school in order that we might help each other to obtain our ultimate goal, Heaven.

God bless you!

ITEMS OF IMPORTANCE

Absences from School

Regular attendance is expected of all students enrolled in the Catholic Schools of Greater Kalamazoo. Chronic absence or tardiness by a student will result in contact to the parents by the school administrator in an effort to resolve the problem. If this is not successful, the matter will be turned over to the attendance officer at the local Regional Educational Service Agency.

If it is necessary for a child to be absent from school, parents are asked to call the school office by 8:15 AM, otherwise the office will notify you after 8:30 AM. The office phone number is 349-1945. Please feel free to leave a message in the voice mail at any time during the evening or daytime.

Arriving between 7:50 a.m. and 8:00 a.m. is considered a tardy. If your student is absent for less than $\frac{1}{2}$ the school day, a partial absence will be recorded (.25). If your student is absent for $\frac{1}{2}$, a half day absence will be recorded (.50).

It is not necessary to send a written note when students return after being absent. Absence for a portion of the day requires a note. The parent must sign his/her student out when the student leaves school and the parent must sign them in when they return.

Parents of middle school students requesting schoolwork for an extended absence are required to notify the teacher(s) in writing three days in advance, unless an emergency situation occurs. If requesting work ahead of an absence, understand that the work will not be the same that will be completed in class during your student's absence. Students in grades Kindergarten through 5 will be expected to make up missed work upon return from a leave. **We ask that students are present on scheduled school days and that vacations and trips be planned during school vacations. The importance of hearing discussions, participating in classroom work and the thorough understanding of assignments cannot be accomplished if the child is not present.**

Academics

According to the American Bishops, Catholic schools are called to realize the four-fold purpose of Christian education: to proclaim the Gospel message, build Christian community, participate in liturgical worship, and live a life of service to others. St. Augustine School provides an education with Christ at its center.

We cultivate our students' faith and values, and their intellectual and creative gifts. St. Augustine School's environment is nurturing and each student is given individual attention. Core studies include **Theology, English Language Arts, Math, Science and Social Studies**. Phonics is taught, as are spelling and vocabulary. Multi-sensory and tactile approaches are used to present new concepts. Equal balance between group and individual work is utilized. The school day begins at 7:50am with prayer and ends at 2:50pm with prayer for students Kindergarten through grade eight. A half-day Kindergarten program is also offered which runs until 11:45am.

In addition to the core studies our students also participate in **Art, Physical Education, Computer Technology, Vocal and Instrumental Music, Library, Spanish**, as well as many other educational experiences.

St. Augustine Cathedral School students are called to academic excellence in all grades and subject areas. Due to the focus on standards based grading being established in the middle school, students and parents will be informed of guidelines for academic honors and athletic eligibility at the beginning of the school year.

Admissions

St. Augustine Cathedral School does not deny admission on the basis of color, religious affiliation, or ethnic origin.

Athletics and Extra Curricular Activities - Grades 6, 7, 8

Students in grades 6, 7 and 8 participate in extra curricular activities. Grades 7 and 8 are eligible to participate in athletics. All are eligible to participate in programs such as DI and Science Olympiad. The goals of the programs include the development of a positive attitude, teamwork, sportsmanship, leadership, confidence, effort, and team spirit.

Students are expected to show commitment to their schoolwork when participating in any extra-curricular activity. Eligibility requirements will be introduced to students at the beginning of the school year. Falling below requirements will result in ineligibility for one week. Students will be required to attend all contests during the period of ineligibility and participation in practice will be determined on a case-by-case basis.

Students are also expected to display exemplary behavior in the school setting. Students will not be eligible for the next contest if they receive any behavior related detentions. Students who are issued an ISS or OSS on a day of practice may not participate that day, as well as the next competition following the suspension.

The principal will notify parents if their child is ineligible. Teachers are to notify the principal of any students who have not maintained their grades each Monday or the first day of school in a week.

Those students struggling with a diagnosed learning disability must maintain a CP (Continuing Progress) or better in all classes and will be determined on a case-by-case basis.

Athletic Fees

A fee will be assessed for each sport, St. Augustine and CSGK .

Athletic Spectators (students)

Students are invited and encouraged to attend the sporting contests of their schoolmates. Since most of these events occur after school (3:45 or 4 PM) many students simply stay after school to be here for home games. Any student who is staying to watch a game or match will report to the after school care program for a supervised study hall until the appropriate time for the game to begin. After school care fees will apply for those students taking advantage of the after school care program before a home game. Students are NOT allowed to be in the Crowley Center unsupervised before or after events. Parents will provide supervision during games. If students fail to follow the rules of good sportsmanship and good behavior during the game, they will be asked to leave the game. Continued misbehavior will result in a student being excluded from attending games.

Bad Weather and Emergency Closings

Please watch WWMT or WOOD TV for school closings. You can sign up with WWMT to alert you with a text message. In the event of snow, we will follow Kalamazoo Public Schools. If KPS closes due to snow, we will close. However, with cold days, we will make our own decisions. You may see a 2 hour delay due to cold weather, or we may be in session all day, in spite of the cold weather. It's always safest to rely on a closure listing specific to St. Augustine Cathedral School, rather than automatically following our public school districts.

Over the last few years, our area has experienced an increase in the number of 'snow days'. The Diocese of Kalamazoo has offered guidelines for our schools on providing quality online learning alternatives to students, in order to alleviate the need for adding school days at the end of the school year. The purpose of an online alternative is to prevent the loss of learning. In order for the day to count, student attendance is required and work assigned must be meaningful, providing a continuation of the planned lessons.

Schools have a limit of six 'snow days' per school year. If this limit is reached, St. Augustine Cathedral School will notify parents that the next additional 'snow day' will be an online learning day. Students will be required to log in to our online environment, verifying attendance. Teachers will provide grade-level and classroom specific lessons, using the many online tools provided by our textbook companies and the online platforms available to us. Some work will be in the online environment, other work can be printed and completed by hand, allowing families with multiple students the opportunity to share computers. All work will be graded upon return. Parents should expect that the work to be completed will require up to three hours, being mindful of age-appropriate expectations. In the event that a family does not have internet at home, if students cannot log in to 'attend' the online learning day, this will be treated as an absence and work will need to be made up.

St. Augustine School will follow the public school policy on dismissals with regard to tornado warnings or other disasters. When weather emergencies arise while school is in session, and time does not permit safe dismissal, children will be sheltered at school. If a tornado watch is in effect, after school athletic events and practices hosted by St. Augustine School will be cancelled. In case of any public emergency, do not call the school. Listen to the local radio or television station for school information.

Band Program

Students in grades 5 through 8 are eligible to participate in band. Students can only withdraw from band until the end of the first quarter and only if space is available in an alternative specials class. Parents must request a drop in writing to the band director and the principal.

CSGK Sabbath Statement

The Scriptures call us to a Sabbath *way of life* - to take time each week for profound rest in the reign of God (and not our own work); to step away from the attitudes and actions that hinder the reign of God; and to feast in the fullness of God's graciousness. We Christians express this Sabbath way of life as we celebrate the Lord's Day, commemorating the Paschal Mystery of Jesus the Christ.

As the Catholic Schools of Greater Kalamazoo, we strive to incarnate our Catholic Christian values. Therefore, we will honor the Lord's Day, and do our best to avoid scheduling school activities on Sundays.

Daily Program

PARKING LOT SAFETY:

The safety of our students is our primary concern during arrival to school and dismissing from school.

During AM drop-off, Kalamazoo Public School buses will enter and exit the parking lot off of W. Michigan Ave., dropping students off at the front door of the school. Parents driving their students to school use the driveway off of Westnedge Avenue and follow traffic pattern signage. Parents dropping students off enter in the left lane and turn left between the school and Crowley buildings. Students can be dropped off near the front door. A school employee will be outside supervising drop-off at 7:30am. Parents parking and walking students in to the building will use the right lane, park in the parking lot at the back of the school building, and walk their students in using the door on the east side of the school building so as not to cross traffic. Parents and children will be met by a school employee at 7:30am.

During PM pick-up, Kalamazoo Public School buses will enter and exit the parking lot off of Westnedge Ave., picking students up on the north side of the building. Parents picking up their students will enter and exit the parking lot off of W. Michigan Ave. Students will walk out the front door at the end of the day and be dismissed to their parents waiting at or in their cars. Once students are safely in their cars and buckled up, cars can exit either to Westnedge Ave. or W. Michigan Ave. Visual representations of drop-off and pick-up procedures are available on the school's website under "Forms and Information".

SCHOOL BEGINS:

Classes begin at 7:50 AM. Children are permitted to enter the building at 7:30 AM with the stipulation that they go immediately to their homerooms. Students arriving after 7:50 AM are required to pick up a tardy slip from the front office.

NOON RECESS (schedule available from homeroom teacher):

All students in grade Pre - 8 go out to the supervised playground daily unless the weather is severe. Please see that your children are dressed for the weather. Due to lack of staff for supervision for those children whose parents request indoor recess following an illness, please keep your children home until they can fully participate in school activities.

SCHOOL DISMISSAL:

Walkers and riders and bus riders are dismissed at 2:50 PM.

Drugs and Medicine

If a **physician** deems it **medically necessary** for a student to take medications, either prescription or non-prescription, during the school day, the Authorizations for Medication Form, and parental consent must be complete. The parent will bring this form, along with the properly labeled medication to the school office. A complete form is required for each medication. A new form is required for each medication change, dose change, time change and for each school year. It is the responsibility of the student to report to the office for his/her medication.

Please remember that your child may not receive his/her medication if these procedures are not followed.

Please contact the school secretaries if you have any concerns regarding this matter.

Drugs and Alcohol – Use and Possession

The unlawful possession, use, or distribution of illicit drugs and alcohol on school premises or at any of its activities is prohibited. Attending school or school functions under the influence of illicit drugs and/or alcohol is also forbidden.

Compliance by all students is mandatory. If a student is found in violation of these standards of conduct regarding the use or possession of drugs or alcohol, the student's parents will be notified.

Students who violate these standards of conduct will be promptly disciplined and a parent or guardian will be immediately notified of any possession or use of any such substance. A conference will be held with school administration, parents, student, and teacher to set a course of action to remediate the situation.

Actions may include, but are not limited to:

- a) Suspension from school for a period to be determined by the administrator
- b) Mandatory evaluation and/or enrollment in a drug and alcohol counseling program, the attendance which must be verified to the school on a regular basis
- c) Permanent expulsion from school
- d) Referral to law enforcement agencies for prosecution
- e) Other action as the administration deems appropriate.

The student maintains his/her right to notification of violation of these standards of conduct and a hearing in regard to such violations.

The following are suggested as suitable agencies for counseling, rehabilitation, and re-entry programs for anyone who has a drug or alcohol abuse problem:

Catholic Charities
1819 Gull Road
Kalamazoo, MI 49001
269-381-9800

Gateway Villa
1910 Shaffer Road
Kalamazoo, MI 49009
269-382-9820

Mid-American Psychological
8036 Moorsbridge
Portage, MI 49002
269-327-1435

Electronic Devices and Technology

The use of electronic devices (including Ipods, games, pagers and phones) are disruptive to the educational process. These items may not be used during school hours or while students are under the supervision of St. Augustine School staff (i.e. playground, study hall, afterschool care, etc.). We understand that some parents want their children to have cell phones with them to be used off of school grounds. Students are expected to practice temperance in avoiding use of their own electronics during the school day. The office and every classroom is equipped with a telephone. If students need to communicate with home, they can do so from a school phone. The school cannot be responsible for lost, stolen or broken electronics and phones.

If students are found using electronic devices such as these on school grounds while under the supervision of staff, they will be assigned a detention, the device will be confiscated and they will be able to retrieve the device after serving the detention. Parents will be notified that if the device is confiscated a second time, parents will need to pick up the device from the school and the student will serve additional detentions, as determined by the school. Third and fourth offenses will require a parent to pick up the device and will result in additional consequences.

Students are required to sign an Acceptable Use of Technology statement. The statements can be found on the school's website

Extracurricular Activities

Various scouting groups are available at appropriate grade levels. Sports are available to students in grades 7 and 8. Band is available to students in grades 5 through 8. Ski Club is offered to families after attendance at a mandatory parent/student meeting with advisors. Additional enrichment activities are offered throughout the year and communicated through parent packs and teacher newsletters.

Field Trips

St. Augustine Cathedral School students represent their school community when off campus, on field trips. Student behavior expectations are the same, both on and off campus. Field trips are often taken in uniform. Students must abide by uniform guidelines while on these field trips. Some field trips may require non-uniform clothing. Parents will be notified of the appropriate dress via the permission slip. Permission slips must be signed and returned or a child will not be allowed to participate in the field trip.

All drivers must have a current Volunteer Driver Information Sheet on file with the office.

Field trip chaperones must...

1. Have completed the VIRTUS program
2. Not allow strangers to interact with the children in their care
3. Watch for behavior warning signs in all people the children in your care come in contact with
4. Follow the driving route given, not making any stops that are not scheduled for the trip
5. Call given numbers in case of an emergency
6. Not use a cell phone while driving
7. Avoid personal cell phone calls during a trip
8. Not purchase gifts or treats for the children in your car/group
9. Have all children wearing seatbelts
10. Expect appropriate, polite behavior from students at all times
11. Report any discipline problems to the teacher in charge. Please refrain from disciplining children other than using means to insure immediate safety. Anything else becomes the responsibility of the teacher.

Under no circumstances is a driver to take unauthorized side trips with children. No chaperone or driver is to consume alcohol or smoke while entrusted with children.

Health and Safety

All students are covered by insurance through Michigan Catholic Conference in the event of an accident during the school day. The school files accident reports with MCC.

In case of accident or illness during the school day, parents will be notified. Parents will be notified by letter in the event that students have been exposed to head lice. All students must meet the immunization requirements of the State of Michigan before they will be admitted to school.

All visitors to the school building must sign in at the front office and receive a St. Augustine Visitor badge. This badge must be worn during the entire time a visitor is in the building. When leaving the building visitors must sign out and return the badge.

All asbestos was removed from St. Augustine and Parish buildings in the fall of 1988. Non-friable asbestos that remains in some floor tiles is monitored closely. Parents will be notified yearly of the asbestos management plan.

The school will advise parents when any pesticide application is made to the building or school grounds both via e-alert and a notification on the front door.

The school has established a Pandemic Plan in the event that a health emergency forces the closing of the school for a prolonged period of time. The plan will ensure the continued education of our students, to the best of our ability, during the prolonged closure.

For the safety of the students, the school conducts mandatory safety drills throughout the year. A minimum of 5 fire drills, 2 tornado drills and 3 lockdown drills are required each school year. Documentation of the drills is kept at school and uploaded to the school's website as required by law. In addition, the schedule of drills is shared with the county emergency management coordinator.

Homework Procedures

Part of a child's education is the incorporation of good study habits and concentration into all areas of life. One way to further this goal is for parents to set time aside at home each day for their children to study without all the usual distractions. This time should be used to complete work sent home from school.

Each student in grades 3 - 8 is required to have a planner in which to record assignments. Parents/Teachers may be requested to check and sign this planner daily to help assure that work is reported and completed properly.

Parents of middle school students requesting schoolwork for an extended absence are required to notify the teacher(s) in writing three days in advance, unless an emergency situation occurs. If requesting work ahead of an absence, understand that the work will not be the same that will be completed in class during your student's absence. Students in grades Kindergarten through 5 will be expected to make up missed work upon return from a leave. We ask that students are present on scheduled school days and that vacations and trips be planned during school vacations so that the school routine is disrupted as infrequently as possible. Class discussions and in-class directions are critical for the total learning of concepts. If work has been requested ahead of an absence, it must be complete upon return.

Home Parties

St. Augustine School is a community where parents and children care about each other, pray for each other, and are aware of each other's needs. Naturally, friendships will flourish. **However, if one student's family is planning a home party that does not include all students in the class, please do not deliver invitations at school.**

Hot Lunch and Snacks

The Catholic Schools of Greater Kalamazoo offer a hot lunch program. Access to menus and nutrition information is through the school's website. Orders are done online through orderlunches.com. Registration information and ordering instruction are found on the school's website.

The school office is notified of students with life-threatening food allergies. Information about protecting children with life-threatening food allergies is shared through the classroom teacher. If you receive notification of a food allergy in your child's classroom, please abide by all snack and treat guidelines given, in order to keep all students safe. If your child brings in a snack that contains the specified allergen in a classroom with a severe food allergy, he/she will not be able to eat the snack in the classroom.

Inappropriate Use of Alcohol

Adult use of alcohol at student oriented activities is prohibited.

Library

The school library is available for use by all students and their parents. The Follett Library Manager allows families to access information about our collection at home via the school's website. Students are introduced to the Follett Library Manager in Technology class and are encouraged to use the system to access books for research and for reading. Overdue notices will be sent out for books checked out for long periods of time. If a book is lost and cannot be returned, the family will be responsible for a \$10 fee to the library, to be used toward the replacement of the book.

Parent Involvement

Parent involvement is encouraged and appreciated at St. Augustine. There are many opportunities for involvement. For information contact the school office. Listed below are a few opportunities for parent involvement:

Advisory Council	Chaperone	Science Olympiad	Reading Challenge
Library Volunteer	Parent Speaker	Room Parent	
Playground Supervisor	DI	Scout Leaders	
Lunchroom Supervisors	PTO	Girls on the Run	

All school volunteers, school employees, and clergymen who have regular contact with children must attend a Diocesan Awareness Session for the *Protecting God's Children Program* adopted by the United States Conference of Catholic Bishops to help correct the problem of child sexual abuse within the faith community.

The Charter for the Protection of Children and Young People also mandates background checks for all school volunteers and employees.

Parent/Teacher Conferences

Individual conferences between parents and teachers are scheduled in the fall and in late winter. **Please note that if your family schedules a vacation during school conference days, you may not have an opportunity for a parent/teacher conference.** Parents wishing to have an additional conference with a teacher at another time may contact the teacher for an appointment. Teachers require prior notice for conferences, to prevent interruptions during normal instructional times.

School Communications

"E-Alerts! Monday Mailings" are sent home electronically every Monday. It is the primary means of communication between school and families. These messages are also posted to the website. Please register on our website, stakzoo.org, in order to receive regular E-Alerts, including Monday Mailing. In addition, the school calendar is available on the website.

St. Augustine Cathedral School publishes a Family Directory at the beginning of each school year. Families have the option not to add their contact information, if so desired. Published information is available to all families, but will not be shared outside of the school community.

Communicating concerns

In the Gospel, Jesus tells us, "If you are bringing your gift to the altar and you remember that your brother or sister has something against you, go and settle the matter and then return and offer your gift (Matt. 5:23-24)." Christians are usually called to settle disputes by meeting together first, before moving up to a body of greater authority.

The best way to deal with concerns is to first approach the person with whom there is a problem. Thus, if you have a concern about something a teacher has done, you first approach the teacher. Only after efforts to deal with the teacher have failed should the principal be contacted. If you have a difficulty with the principal, you should first contact the principal to try to achieve a solution that is acceptable to all concerned. If you truly cannot reach a good faith resolution with the principal, then the pastor, the LAC or the superintendent can be contacted. In serious cases, if these efforts fail, the diocesan grievance procedure can provide a further avenue for appeal.

Acting as Jesus would want us to act should be the goal of all in our school community. We should try to deal with differences of opinion in a manner that indicates to all observers that we are Christians.

Student Leadership Council

A Student Leadership Council was established during the 2010-2011 school year to provide upper elementary and middle school students opportunities for leadership among their peers and stewardship in the school and parish communities and beyond, as the need arises. The council is led by middle school students and moderated by a teacher.

Student Photos

From time to time, photos will be taken of students, student activities, etc. The school reserves the right to use these photos for news releases, the school's website, the yearbook, school-related video and slide presentations, marketing purposes, etc. The school will allow members of the media to take pictures of students, athletic events, and other school activities for publication. A "Permission to Photograph" signature is on the information form sent home at the beginning of each school year. If a parent prefers photos of their child(ren) not be used or published, the school must be notified in writing via the provided form.

Students with Special Needs

We affirm our commitment *To Teach as Jesus Did*; to reach all God's children; to provide a faith-filled and academically excellent education within the Catholic Schools of Greater Kalamazoo. We embrace students of differing abilities and strive to contribute to the development of self-sufficiency and self-confidence. We are dedicated to meet the needs of every child, to the extent that available resources, funding and facilities permit.

Basic Policy Statement

St. Augustine Cathedral School provides for a normal range of learning differences and serves students whose instructional program requires minimal adjustments. The system does not offer direct special education instruction. It does, however, provide administrative services to coordinate with resident public schools for the screening and diagnostic evaluation of students and the development of an Adjusted Educational Plan (AEP), or Individualized Education Plan (IEP), or a Behavior Intervention Plan. Direct special education services are provided by the public school district in which the child resides with input and support from St. Augustine Cathedral School.

Adjustments that allow a student access to the general curriculum, but do not fundamentally lower the standard or expectation of the course, are available to students on an individual basis determined by learning needs and a documented disability. Adjustments do not release students from demonstrating the required knowledge. Rather, adjustments provide students with disabilities the support they need to demonstrate what they know and understand. St. Augustine Cathedral School strives to address and make appropriate adjustments for special learning needs, but in some cases it may not be feasible. If the system does not have the resources to address the need that has emerged, if an appropriate education requires more than minimal adjustments, if the student seriously disrupts other students' learning, or if the student puts the safety of staff or other students at risk, enrollment may be terminated. In such cases, St. Augustine Cathedral School will attempt to assist families in finding appropriate alternatives.

Identification of Students with Special Needs

St. Augustine Cathedral School does not offer a special education program. We do, however, work with the parents to make every effort to accommodate children with identified special needs. It is important that parents are forthcoming in registration forms to help us meet a student's needs, and provide any records necessary for St. Augustine Cathedral School to assess appropriate accommodations. The refusal to provide such information is grounds for terminating enrollment in the school. Modifications will be reviewed on a semester basis or as needed to ensure adequate progress. If potential special needs are identified while at St. Augustine Cathedral School, the administration and teacher will meet with parents to discuss the potential needs and accommodations available for the student, the referral process to public schools for additional services and/or to have your child evaluated. The results of the evaluation will be shared with the school and parents, and a plan implemented on behalf of the child. In order to accommodate a student who has been evaluated for special learning needs, parents are strongly encouraged to share educational/psychological testing results and any resulting prognosis or treatment plan with the school.

Educational Plans

If a student has a documented disability, a copy of the Individualized Education Plan (IEP) (provided by the public schools), and/or Adjusted Educational Plan (AEP) (provided by St. Augustine Cathedral School) should be maintained in the student's confidential file. Students who have a documented disability but do not qualify for services through the local public school may be eligible for accommodations through an AEP written at St. Augustine Cathedral School. St. Augustine Cathedral School makes every attempt to adhere to the recommendations set forth by servicing educational institutions. The classroom teacher and parents, will monitor the student's progress throughout the year as well as the services provided by the LEA.

Title IX Coordinator

To the extent that Title IX of the U.S. Education Amendments of 1972 applies to St. Augustine Cathedral School, the principal is appointed the Title IX coordinator. St. Augustine Cathedral School abides by Policy #4166.4 and its accompanying regulations found in the Policy Manual of the Catholic Schools - Diocese of Kalamazoo regarding avoidance of harassment. The principal will answer questions and disseminate information about Policy #4166.4, investigate complaints, and take appropriate corrective action pursuant to this policy. The principal's contact information is as follows: 600 W. Michigan Ave., Kalamazoo, MI 49007, 269-349-1945.

Transportation

Transportation to St. Augustine School is provided by the Kalamazoo Public Schools for those students who live within the boundaries of KPS and more than 1 mile from the school. If there are any questions concerning transportation, please call the Kalamazoo Public Schools Transportation Office at 337-0500.

Note: If your student is the only student at a bus stop and will not be riding the bus for an extended period of time due to illness, etc., please call the Kalamazoo Public Schools Transportation Office and advise them of the situation so the stop will not be discontinued.

Tuition and Fees

In order for students to be enrolled in school, their registration fees must be paid at the time of registration. Tuition and fees are combined and divided into monthly payments collected through tuition office. Tuition and fees may be paid in full by August 3, allowing families to receive a 3% discount. Any family that experiences financial difficulty during the school year should immediately speak with their pastor or the Principal. Some arrangements and grace periods can be arranged in emergency situations.

Weapons - GUN FREE SCHOOL

State law requires the reporting of possession of a "dangerous weapon" to the local law enforcement agency. "Dangerous weapons" include, but are not limited to: guns, firearms, explosives, daggers, dirks, stiletto, knives, pocket knives opened by mechanical devices, iron bars, brass knuckles, or any object that is intended to inflict harm.

St. Augustine Cathedral School is a Gun Free/Weapon Free area. Any student determined to have brought a firearm to school will be expelled for a period of not less than 180 days. Any student discovered to be, or suspected of, carrying, possessing, concealing, or transferring a weapon on school premises or in the immediate vicinity of the school shall be suspended from school pending investigation by the appropriate public safety agency. The Discipline Code will be followed. "Look alike" and toy weapons are prohibited and will be considered "dangerous weapons". This prohibition **includes** any costume or prop for Halloween, plays, or presentations. There will be no exception to this.

Wellness Policy

St. Augustine School is committed to creating a healthy school environment that enhances the development of lifelong wellness practices to promote healthy eating and physical activities that support student achievement.

**ST. AUGUSTINE CATHEDRAL SCHOOL UNIFORMS
2017-2018**

St. Augustine Cathedral School, in partnership with parents and the Catholic Church, welcomes and shapes young people as they grow in **faith, knowledge** and **stewardship**.

Parents and teachers are partners in maintaining the integrity of our uniform code.

Help us by seeing that your child is appropriately dressed before he/she leaves for school.

All St. Augustine Cathedral School uniform apparel must be purchased through *French Toast Uniforms* online, or *Educational Outfitters* online or in Grand Rapids.

Preschool through Grade 2	
<p><u>Girls</u></p> <ul style="list-style-type: none"> • Plaid jumper or Scooter/Skort • Navy blue pants • Navy blue shorts (April 1 through October 31) • Red or white shirts, short or long sleeve. • Navy blue sweaters or sweater vests. • Navy blue polar fleece (purchased through Educational Outfitters) 	<p><u>Boys</u></p> <ul style="list-style-type: none"> • Navy blue pants • Navy blue shorts (April 1 through October 31) • Red or white shirts, short or long sleeve. • Navy blue sweaters or sweater vests. • Navy blue polar fleece (purchased through Educational Outfitters)
Grades 3-5	
<p><u>Girls</u></p> <ul style="list-style-type: none"> • Plaid jumper or Scooter/Skort • Navy blue pants w/ belts • Navy blue shorts w/ belts (April 1 through October 31) • Red or white shirts, short or long sleeve. • Navy blue sweaters or sweater vests. • Navy blue polar fleece (purchased through Educational Outfitters) 	<p><u>Boys</u></p> <ul style="list-style-type: none"> • Navy blue pants w/ belts • Navy blue shorts w/ belts (April 1 through October 31) • Red or white shirts, short or long sleeve. • Navy blue sweaters or sweater vests. • Navy blue polar fleece (purchased through Educational Outfitters)
Grades 6-8	
<p><u>Girls</u></p> <ul style="list-style-type: none"> • Plaid Scooter/skort or skirt • Khaki pants w/ belts • Khaki shorts w/ belts (April 1 through October 31) • Navy blue or white shirts, short or long sleeve. • Navy blue sweaters or sweater vests. • Green polar fleece (purchased through Educational Outfitters) • Navy Moisture Wicking Jacket (purchased through Educational Outfitters) 	<p><u>Boys</u></p> <ul style="list-style-type: none"> • Khaki pants w/ belts • Khaki shorts w/ belts (April 1 through October 31) • Navy blue or white shirts, short or long sleeve. • Navy blue sweaters or sweater vests. • Green polar fleece (purchased through Educational Outfitters) (purchased through Educational Outfitters) • Navy Moisture Wicking Jacket (purchased through Educational Outfitters)
Socks and Shoes	
<ul style="list-style-type: none"> • Socks or tights must be white or navy. • <i>If leggings are worn, they must be navy, ankle length and tucked in to the sock.</i> • Shoes must be closed and be navy, brown or black. • Athletic shoes must be white, navy, brown, black, grey, red and without distracting colored accents. Please check with the school if you have questions. • Sandals and ballet flats without socks can be worn during shorts season. • Boots, crows and flip flops cannot be worn with uniforms. 	

Additional guidelines:

Jewelry: Boys are not allowed earrings of any kind. Girls are allowed **one** pair, to be in ear lobes. No ear cuffs or multiple piercing are allowed.

- A necklace with a cross or a religious medal may be worn.
- Earrings should be posts, not hanging below the earlobe.
- One ring and one watch are allowed.
- One “cause” bracelet may be worn.

Make-Up: Girls **K-5** are not allowed to wear make-up, including lip gloss with color, or nail polish. Girls **6-8** may wear light make-up, but no fingernail polish or toenail polish.

Hair: Hair is to be a natural color and **the style and length cannot be overly conspicuous or distracting.** Length of bangs must be at or above the eyebrows so that the eyes can be seen.

- **Students involved in extra-curricular activities (scouting, sports, enrichment groups) are encouraged to wear their team jerseys/shirts/uniforms on “Jersey Day,” as indicated on school calendars, during their active playing or meeting season.**
- **Clothing must not be cut, torn, patched, stained, or faded.**
- **All clothing must be worn in a modest manner (not clinging, baggy, or ill-fitting and no midriff showing) befitting the character of the school.**
- **Hair tie-backs, headbands, barrettes, clips and ribbons are to be used primarily for hair management, rather than decoration, and must be FOREST GREEN, NAVY, RED, or WHITE ONLY.**
- **K-8 need not change for gym, but must wear tennis shoes.** We suggest all girls wear pants or shorts on days that PE is scheduled, or that they wear shorts under their skirts and jumpers.
- **Loaves and Fishes Days are noted on the monthly calendar. Students may choose not to wear a uniform on these days. The following are not acceptable on Loaves and Fishes Days:**
 - Tank tops.
 - Hemlines shorter than 3 inches from the floor when kneeling.
 - T-shirts with inappropriate messages or promotions
 - Hats
 - Anything that exposes the midriff
 - Flip Flops

Consequences for incorrect uniform apparel:

1st time – Uniform communication sent home.

2nd time – Phone call home for correct apparel.

St. Augustine Cathedral School staff reserve the right to make a judgment on proper attire and appearance appropriate for St. Augustine Cathedral School.

St. Augustine Cathedral School Code of Conduct

"If you remain in me and my words remain in you... by this is my Father glorified, that you bear much fruit and become my disciples." John 15:7-8

St. Augustine Cathedral School is a Christ-centered community. Each student is called to act in accordance with expected standards of behavior. Together, staff and students share in the Gospel message. We strive to make our school environment encouraging and conducive to learning at all times. Responsibility for self-discipline should come from within each individual. Therefore, we commit to providing instruction for our students to learn about the virtues so that they may form habits and dispositions necessary to live as disciples of Christ.

Teachers and staff will make use of peaceful conflict resolution techniques. Students will be instructed in ways to manage any conflicts in which they find themselves and encouraged to use these skills. Peaceful conflict resolution is one tool to give our students the intellectual and emotional skills that they need to effectively communicate their needs and resolve disputes responsibly and respectfully.

We will provide opportunities for students to cultivate virtues within themselves, and take responsibility for their own behavior. Students who choose to compromise the learning environment will be held accountable for their actions. Communication and cooperation among the students, parents, and teachers will help nurture a productive learning environment and will encourage responsible behavior. We pray that our emphasis on living a virtuous life will assist St. Augustine Cathedral School students in developing positive Christian attitudes and social skills that are necessary for caring, successful lives.

Parent Notification

Virtuous Reminders can be issued by any administrator, teacher or school supervisor. A finding of a violation of the code of conduct by the appropriate personnel at the school is binding and final. Inappropriate student behavior is communicated to the parent via this form. A Virtuous Reminder is given to the student to be taken home, signed by the parent and returned to school the next day. If the student fails to return the Virtuous Reminder, consequences will be applied.

If a student completes three weeks without any Virtuous Reminders being issued, first occurrence consequences will be re-established. This is intended to be used for guidance. Staff will use discretion as necessary to meet the needs of each child.

In-School Suspensions and Out-of-School Suspensions are cumulative over one school year. When a student reaches a total of fifteen (15) days of ISS and/or OSS, he/she is recommended for expulsion from St. Augustine Cathedral School.

**"If you remain in me and my words remain in you... by this my Father is glorified,
That you bear much fruit and become my disciples." John 15:7-8**

St. Augustine Cathedral School

Behavior Rubric

BEHAVIOR	First Occurrence	Second Occurrence	Third Occurrence	Subsequent Occurrences
<u>Type A</u>	Verbal Reminder	Verbal Reminder Virtuous Reminder	Verbal Reminder Virtuous Reminder	Verbal Reminder Virtuous Reminder Student calls parent Detention
DISRESPECT				
HORSEPLAY				
<u>Type B</u>	Verbal Reminder Virtuous Reminder	Virtuous Reminder Student Calls Parent 1 day detention	Virtuous Reminder Student calls parent 2 days detention	Virtuous Reminder 1 day ISS Parent Conference
RUMORS AND TEASING				
ACADEMIC CHEATING				
SWEARING				
<u>Type C</u>	Virtuous Reminder 2 days detention	Virtuous Reminder 2 days ISS Parent Conference	Virtuous Reminder 1 - 3 days OSS Parent Conference	Virtuous Reminder 3 - 5 days OSS Parent Conference
HARASSMENT				
PHYSICAL AGGRESSION				
VANDALISM				
<u>Type D</u>	Virtuous Reminder 3 - 5 days OSS Parent Conference	Recommendation for Expulsion		
THREATS TO A SAFE ENVIRONMENT		*St. Augustine School will uphold all state and federal laws regarding Type D behavior violations and proper authorities will be notified.		

This rubric is intended to be used for guidance. Staff will use discretion as necessary to meet the needs of each child.

PERSISTENT DISOBEDIENCE

When a student reaches a total of fifteen (15) days of In-School Suspension and/or Out-of-School Suspension, he/she will be recommended for expulsion from St. Augustine Cathedral School.

It is not possible, nor is this document intended, to identify all infractions that may occur. Teachers have latitude in the setting of their own classroom rules and expectations. Consequences stated must be understood to be the minimum disciplinary action taken. Depending on severity, the student may receive up to the maximum consequence upon the first occurrence. The administrator has the authority in his/her discretion, to identify other acts that constitute infractions under this policy, and to establish appropriate discipline.

An Intervention Team may be assembled to address specific student needs at the discretion of the administrator.

Therefore, the following guidelines are established for detentions suspensions:

Detention Guidelines

1. Detention is served under the supervision of the homeroom teacher or other designated staff during lunch/recess or after school, as designated by teacher.
2. Detention is served following parent notification.
3. Students who need to re-schedule an assigned detention must meet with the teacher for permission prior to the scheduled detention.
4. Failure to serve an assigned detention results in one (1) additional detention.
5. Failure to arrive on time for an assigned detention results in one (1) additional detention.
6. It is the responsibility of the family to make necessary and proper arrangements for transportation.
7. Failure to comply with the expected behavior, as defined by supervising staff, results in one (1) In-School Suspension.
8. Students who are in the Athletic Program, who receive a detention will not be allowed to practice the night of the detention.

In-School Suspension (ISS) Guidelines

1. Students are to report immediately to the ISS room when they enter the school building.
2. Students are required to bring their lunch from home on the day of their ISS, if a school lunch has not been purchased. Students eat in the ISS room.
3. If a student is absent on the day of his/her assigned ISS, the student is required to make up the ISS.
4. If a student becomes ill during the ISS and needs to go home, the time spent does not count and the student is required to make up an entire ISS day.
5. Students are allowed only to work on assigned schoolwork.
6. Schoolwork must be completed in ISS and given to the ISS supervisor for return to the homeroom teacher.
7. When all schoolwork is complete, the following behaviors are expected:
 - a. Students remain seated throughout the entire ISS period.
 - b. No talking is to take place during the ISS period.

- c. Students are not allowed to place their heads down or sleep.
 - d. Recreational reading of any kind is not allowed.
 - e. No eating or drinking is allowed except during the designated lunchtime.
8. Without exception, all regular school rules contained in the parent/student handbook are in effect while in ISS.
9. A student serving ISS cannot participate in any school activity on the day suspension is being served. This includes Athletic practice and competitions.
10. Students who do not cooperate during ISS are assigned one (1) Out-of-School Suspension for the following school day.

Out-of-School Suspension (OSS) Guidelines

1. Students do not report to school, school related extracurricular activities, or any school event on the day of the OSS.
2. A parent conference with the administrator is **required** before re-admittance.
3. Students who do not comply with these guidelines are immediately recommended for expulsion.

Expulsion Guidelines

1. An immediate conference involving parent(s), teacher(s), principal, and pastor.
2. A committee of School Advisory Body members reviews each case and makes a recommendation to the administrator.
3. The administrator's decision regarding expulsion is made within three (3) business days.
4. If a student is expelled, all such expulsions are final and the student is ineligible for re-admission to the school.

Harassment and Teasing

All students, visitors and staff of St. Augustine Cathedral School can expect to be treated with dignity and respect at all times. We recognize that students are learning the social skills that are necessary to achieve this treatment and therefore we will intervene when we observe inappropriate activity such as name-calling or teasing, or shunning. Students suffering such treatment should be instructed to report it to the nearest adult (teacher, principal, secretary, lunchroom personnel, or playground supervisor or parent) immediately so that action can be taken to correct the behavior. If such behavior continues after a warning and discussion, then the Discipline Code will be enforced.

Parents are encouraged to call the teacher or the principal if their child reports such behavior directed toward him/her. Such activity can occur out of the hearing or vision of the adults who supervise our students. These reports will be taken seriously and a teacher or the principal will speak to the student or students involved. In addition, steps will be taken to assure that no retaliation or false accusation against a victim, a witness or another person with information regarding bullying occur. The vast majority of these situations are intended to be harmless teasing. However, in today's world, things that were once considered harmless are certainly not. We will work with students and parents to eliminate those situations that cause distress to students to the best of our ability.

Any racially, sexually or ethnically inappropriate behavior is considered harassment. Inappropriate behavior is identified as unsuitable touching, gestures, and/or language of an offensive nature, or shunning directed toward other students, faculty, or visitor to the school. Specific examples include, but are not limited to, the following:

- a) Touching another individual in a sexually explicit or arousing way;
- b) Making obscene gestures or engaging in other actions of a suggestive or degrading nature;
- c) Making insulting, disparaging or otherwise offensive comments about another individual's physical characteristics or attributes;
- d) Suggesting through words, gestures, or in writing or drawing, that another individual student, and/or member of that individual's family, are involved in inappropriate sexual activity, or that their life-style is in any way inferior due to ethnic or racial customs;
- e) Deliberately taking any action, through the use of drawings, notes, sounds, or any other means, calculated to cause another individual shame or embarrassment;
- f) Requesting, suggesting, and/or inviting any form of sexual activity between oneself and another individual.

St. Augustine Cathedral School recognizes the strong desire some students have to be connected to social media. With access to social media, students may witness or experience harassment through social media. Inappropriate texting or posting is done for a variety of reasons, including to harass, or to flaunt rules, and can be an indication of a lack of humility. Any student found to have written or contributed to the writing of text that is obscene, abusive or age-inappropriate, as determined by school staff, shall be subject to consequences, including but not limited to in and out of school suspensions. Families of both the offender and any targets will be notified.

The behavior rubric has been developed to help all students learn to treat one another, staff and visitors with respect at all times. The rubric is based on the school's code of conduct. The code of conduct is for all misbehavior, including aggressive behavior.

St. Augustine Cathedral School reserves the right to update or revise the Parent/Student Handbook as necessary during the school year. Parents will be notified of mid-year revisions.