

PARENT/STUDENT HANDBOOK

2020-2021



Saint Augustine Catholic School

1421 V Street NW

Washington DC, 20009

Phone: 202-667-2608 Fax: 202-667-2610

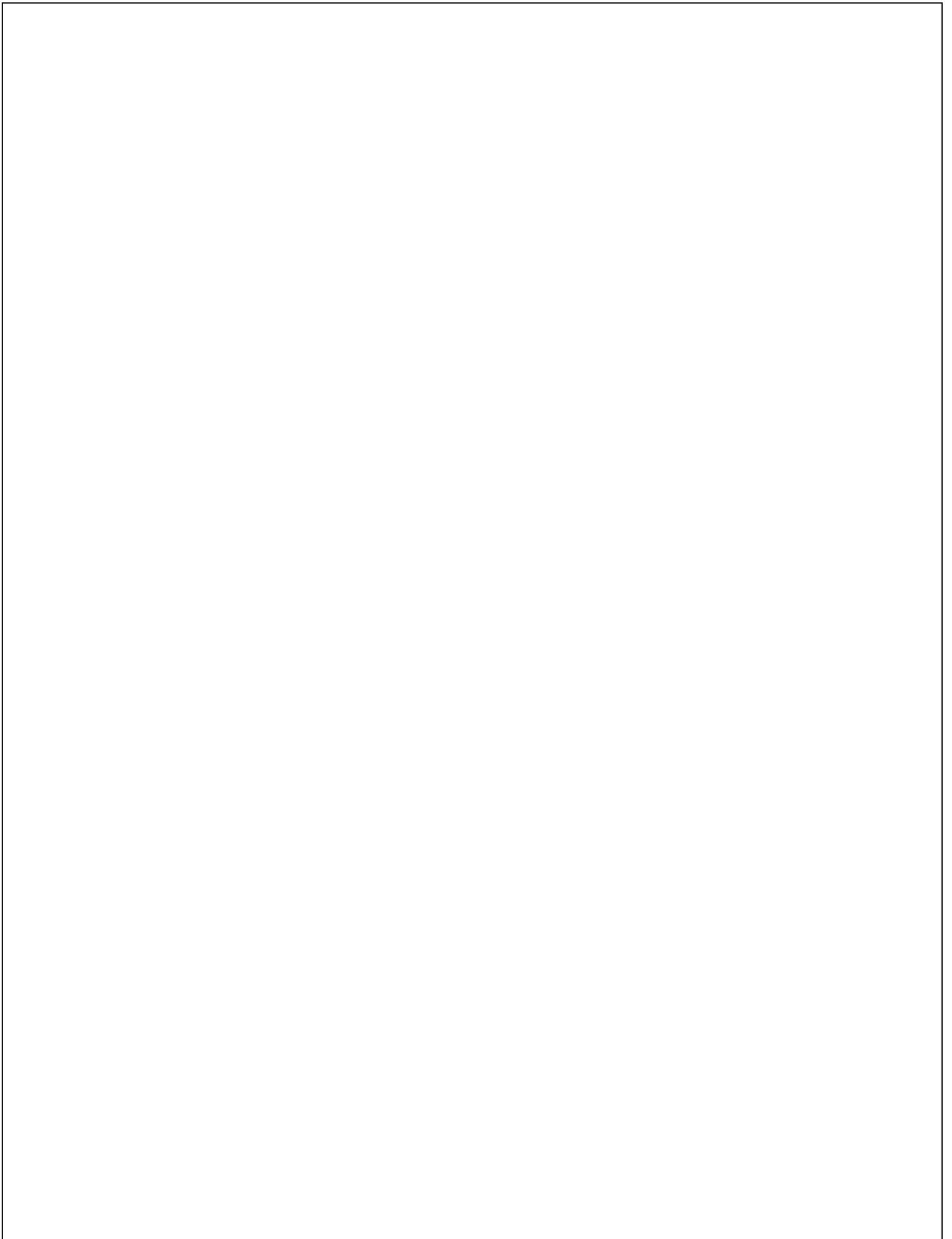
www.staug-dc.org

Sister Emmanuella Ladipo, HHCJ, Principal

Ms. Helene Cropper, Vice Principal Academics and Reading Teacher

Mr. Desmond Williams, Vice Principal After Care and Admissions Director

Father Patrick A. Smith, Pastor



Letter from the Pastor

Dear Parents/Guardians and Students,

Welcome to the 2020-2021 Academic Year!

I am very excited to begin another year of teaching and learning, praying and playing, encouraging and growing as a school community once again.

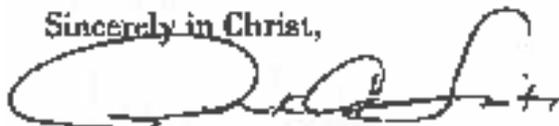
As a Catholic school we pride ourselves on having high academic standards, manageable class sizes, excellent instructors, and a safe learning environment in an atmosphere permeated by our Christian faith.

We take your faith in us very seriously and seek to honor and cherish the relationship between parent, teacher and student. These are precious years in the life of the children who attend our school and we are committed to seeing that everything we do as teachers and staff will assure that their time with us are some of the most rich, inspiring, informative, enlightening and formative years in their lives especially in these unprecedented times.

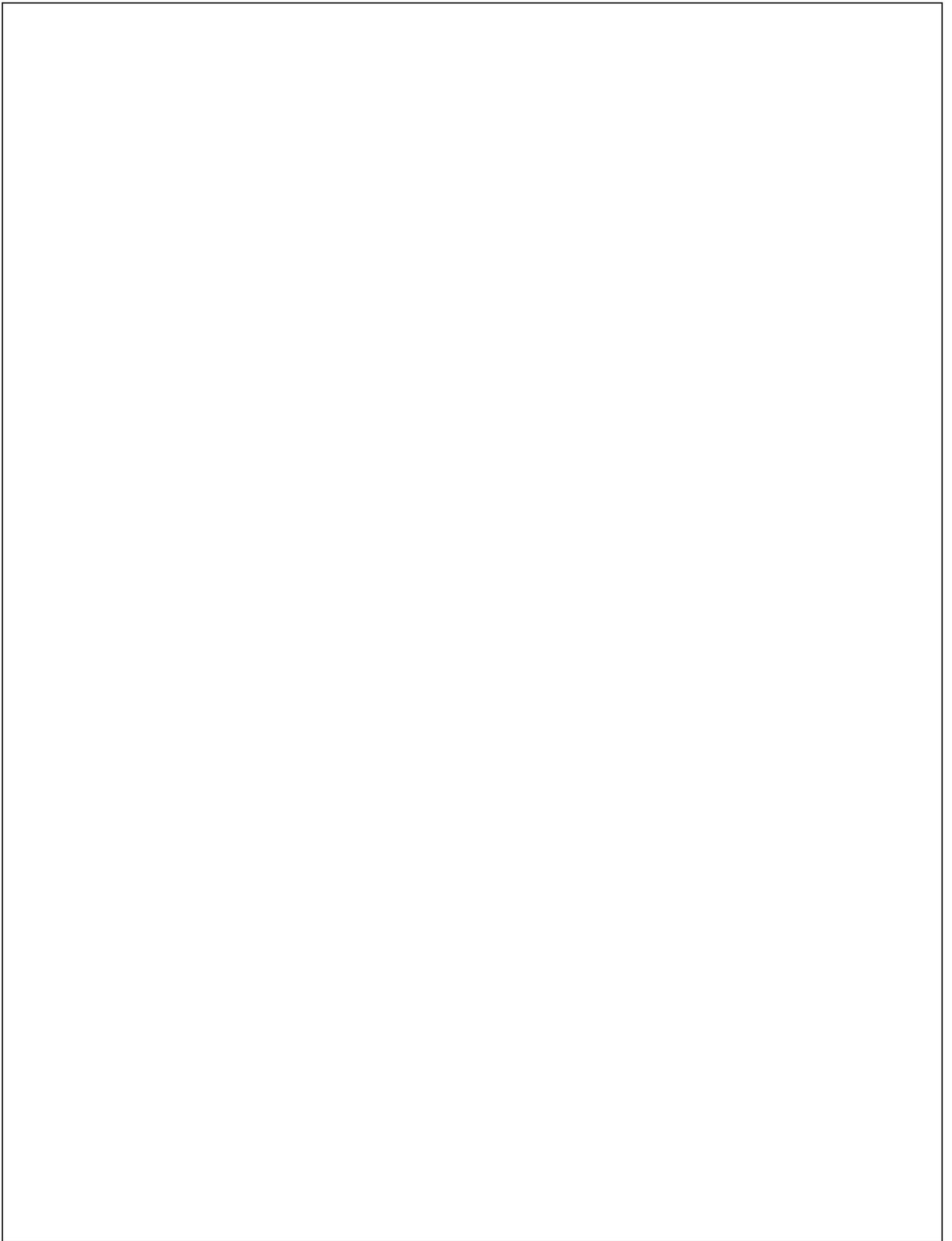
On the one hand we could simply see the relationship between the school and the families that enroll as a customer-vendor relationship. I would like to suggest an even better model: **A partnership**. As such we would work together to educate the minds and form the character of your children.

As you take the time to read through this handbook, please do so with this vision of partnership in mind. Together let us work together to do our best - students, parents, teachers and staff - to bring out the very best in our children so that they will be more than ready to soar into a bright future!

Sincerely in Christ,

A handwritten signature in black ink, appearing to read 'Patrick A. Smith', written in a cursive style.

Rev. Patrick A. Smith, Pastor



Letter from School Leaders

Dear Parents and Students,

Welcome to Saint Augustine Catholic School! In choosing our school, you have demonstrated a commitment to the values and philosophy of a Catholic education. After 12 years under the guidance of Sister Gloria Agumagu, HHCJ we tell her goodbye and wish her well in her new endeavors. We welcome Sister Emmanuella Ladipo, HHCJ and Mr. Desmond Williams.

The Parent/Student Handbook reflects the policies of Saint Augustine Catholic School. Please read this document carefully. This year we have attached a COVID Handbook. Please sign the attached Parent Signature page. This agreement outlines the policies and guidelines of our school, which by signing, you obligate yourself and your student to follow.

The faculty and staff of our school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church. What greater work is there than training the mind and forming the habits of the young?

Together let us pray that God, who has begun this good work in us, carries it through to completion.

God bless you,

Sister Emmanuella Lapido, HHCJ
Principal

Ms. Helene Cropper
Vice Principal/ Academics and Reading Teacher

Desmond Williams
Vice Principal/ After Care and Admissions Director

Parents as Partners

As partners in the educational process at Saint Augustine Catholic School, we ask parents:

- To set rules, times, and limits so that your child:
 - Gets to bed early on school nights
 - Arrives at school on time and is picked up on time at the end of the day
 - Is dressed according to the school dress code
 - Completes assignments on time
 - Has lunch money or has brought a nutritional lunch every day
- To actively participate in school activities such as Parent-Teacher Conferences
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student
- To notify the school with a written note when the student has been absent or tardy
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To attend church and foster religious devotion by word and example
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems
- To participate in select Church activities as needed

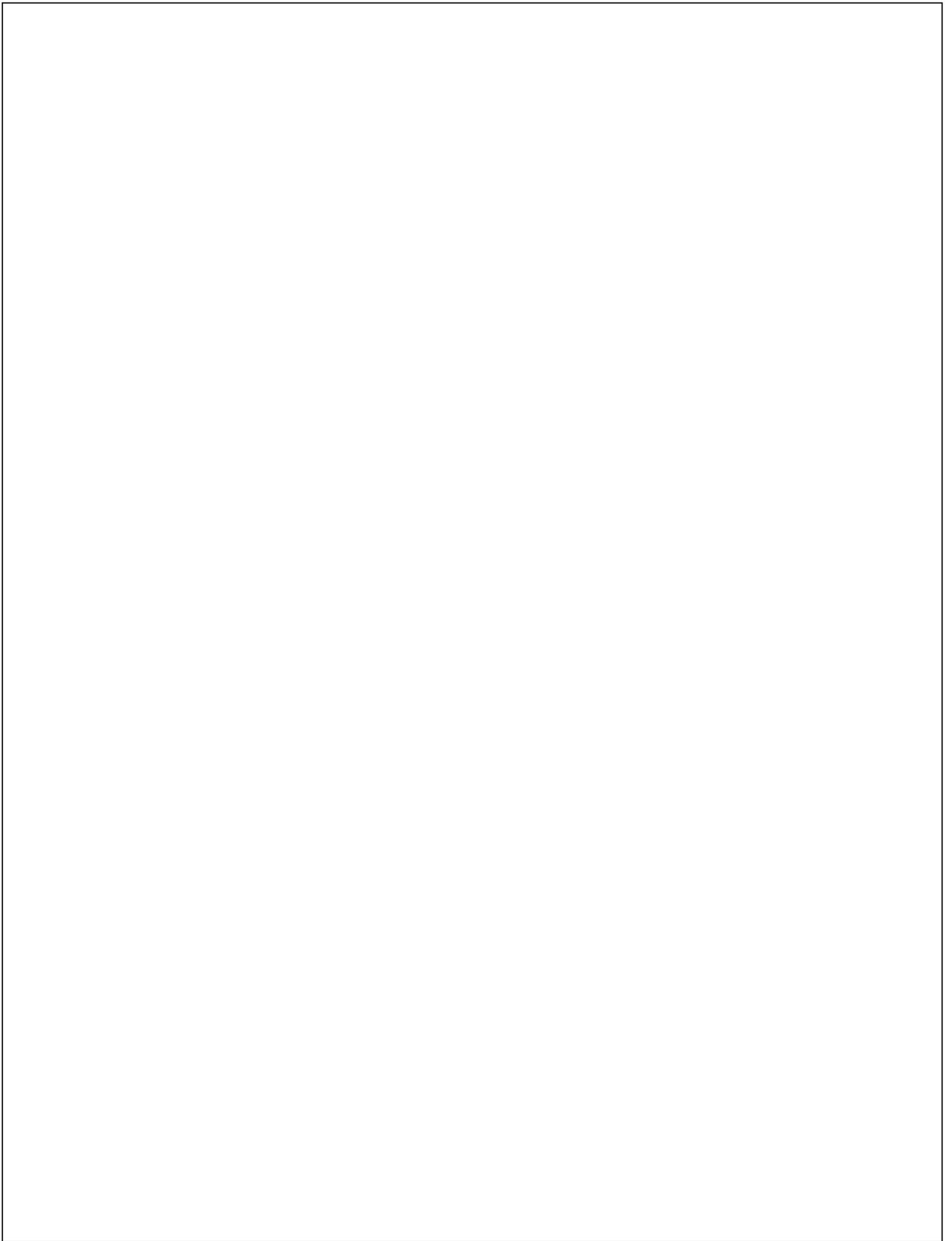


Table of Contents

Introduction	1
History of Saint Augustine Catholic School	2
Saint Augustine Catholic School Mission	3
Sacramental Programs.....	3
School Mass.....	4
Admission Information.....	5
Nondiscriminatory Policy	5
Record Keeping	6
Transfer of Students/Withdrawal Policy	6
Medical Related	7
Medication.....	7
Asthma Medication	7
Medications on Field Trips*	7
The School Environment	8
Notifications.....	8
School Hours and Attendance	8
School Hours	8
Attendance	8
Arrival.....	10
Dismissal	10
Tardiness	10
Before Care	11
After Care	11
Curriculum	12
Testing	13
Objectives of Core Grades	13
Objectives of Core Subjects.....	17
Grading	27
Report Cards/Deficiency Notices	28
Homework.....	28
Homework Policy and Vacations	29
Homework Policy and Student Illness	29
Library	29
Counseling	30
Field Trips	30
Awards	31
Classrooms.....	37
Allergy Policy	37
Food Allergy Policy	38
Child Abuse Laws	38

Rules of Conduct	38
Conduct	38
Harassment and Bullying	39
Discipline.....	40
Student Behavior	40
Refocus Sheets.....	40
Detention	40
Saturday School	40
Suspension.....	41
Expulsion	41
Emergency Preparedness Plan.....	41
Crisis Plan	42
Dress Code	42
The Uniform Company	42
Uniform Guidelines.....	43
Prohibited hairstyles include	43
Physical Education Uniform	44
Scout Uniforms.....	45
Additional Uniform Guidelines	45
General Operations	45
Home School Association (HSA).....	45
Home School Communication.....	46
Volunteer Training Guidelines	46
Visitors	47
Gifts	47
Cell Phones	48
Lockers.....	48
Lost and Found	49
Lunch Program	49
Office Records	49
Parties	50
Promotion Policy and Retention Policy.....	50
School Property.....	50
School Safety.....	51
Student Records and Transfers	51
Telephone	51
Title IX	52
Weather Emergencies	52
Archdiocesan Catholic School Counseling Services	52
Right to Amend	53
APPENDIX.....	54
<i>Financial Obligations</i>	55

Technology and Internet Usage..... 59
Parent Signature Page 65
PARENT/GUARDIAN COMMUNITY SERVICE AGREEMENT 67
Out of Uniform Detention Referral Form 68
SCHOOL HANDBOOK ACKNOWLEDGMENT..... 70
Saint Augustine Catholic School COVID-19 Pandemic 2020-2021 Handbook Addendum..... 71

Introduction

Saint Augustine Catholic School

Saint Augustine Catholic School's curriculum stresses academic achievement within a Catholic community where the child is valued and respected by his/her peers as well as the teacher. Through weekly liturgy and daily prayer, the students further come to an understanding of Christian life. At Saint Augustine, we aim to model Jesus' teachings. Like our patron, Saint Augustine of Hippo, we teach our students to love to learn and to learn to love.

The Archdiocesan curriculum guidelines, consistent with the District of Columbia guidelines, are followed for the teaching of all secular subject areas. There is an emphasis on learning through problem-solving rather than merely rote learning. We offer a program of traditional subjects which makes use of many sources, including reading materials, a wide variety of audio-visual and technology tools, and a multi-faceted approach to the content areas. Our program also includes Spanish, Art, Music, and Performing Arts.

Also, we offer a vibrant After Care and Afterschool program. Our after school activities include fencing, chess club, spelling bee, tennis, ballet, robotics, pre-engineering, basketball, and soccer.

Accreditation

All Archdiocese of Washington Schools were accredited by AdvancEd in 2020.

History of Saint Augustine Catholic School

Before there was a Saint Augustine Church, there was Saint Augustine Catholic School, which began in 1858 by a group of African-American Catholics who worshipped in the basement of Saint Matthew's Church. This school operated four years before mandatory free public education of African-American children became law in the nation's capital. The original school was housed in the Smothers' schoolhouse on the corner of 14th and H Streets, N.W. for two years. It was housed for one additional year in the home of teacher and parishioner, Eliza Ann Cook, located on L Street between 12th and 13th. The school closed temporarily in 1861 when funds were diverted to the Civil War.

In 1866, the school reopened with academies for boys, girls, and an adult evening program. In 1874, the parish began an impressive campaign to build a new church and school. Classes were held in the rectory and sacristy so that the education program would not cease. In 1876, the new church and school were dedicated under the patronage of Saint Augustine on 15th and M Street N.W. Due to a financial crisis in the parish, the school was closed in 1895.

In 1908, the school reopened under the direction of the Oblate Sisters of Providence, the first order of African-American religious women in the world. The Oblate Sisters of Providence faithfully served Saint Augustine School from 1908 to 1998. The school flourished throughout this period and in 1929 the parishioners built Saint Augustine Catholic School on 15th Street between R and S Streets NW. In the early 1960's Saint Augustine Parish was merged with Saint Paul Parish (A predominantly German and Irish Parish) and the church was relocated to 15th & V Street and renamed Saint Paul and Saint Augustine. In the late 1970's, the school was relocated to the site of the old Mackin High School at 1421 V Street NW.

In 1982, Cardinal Hickey renamed Saints Paul and Augustine Church and School to Saint Augustine Church and School reflecting the fact that Saint Paul's parishioners had fled and reflecting the historical significant of Saint Augustine. In 2006, the ninety-year legacy of religious sisters at Saint Augustine School was revived with the arrival of three sisters from the Handmaids of the Holy Child Jesus, a religious order founded in Nigeria. The order continues to serve the parish today.

Throughout its history, the anchor of Saint Augustine Catholic School has been the staunch commitment, love, and financial support of the parishioners of Saint Augustine Church. This remains true today! Saint Augustine School holds the distinction of being the second oldest Roman Catholic Parochial School in the Archdiocese of Washington, and the first Catholic school dedicated to educating African-American children. Today, children from diverse backgrounds continue to receive an excellent Catholic education rooted in a rigorous curriculum and a foundation of faith, hope, and loving service to our neighbors near and far. This year we celebrate 161 years and our students and faculty represent over 25 countries.

Throughout its history, the anchor of Saint Augustine Catholic School has been the staunch commitment, love, and financial support of the parishioners of Saint Augustine Church. This remains true today!

Children from diverse backgrounds receive an excellent Catholic education rooted in a rigorous curriculum and a foundation of faith, hope, and loving service to our neighbors near and far.

Saint Augustine Catholic School Mission

Saint Augustine Catholic School's primary task is the communication of the person and message of Christ. We provide this through standards-based curriculum, community service, and leadership opportunities in a global society.

Sacramental Programs

The sacramental life of children in the Catholic tradition is an important component of the religion program at Saint Augustine Catholic School. All Sacramental preparation activities scheduled for the school year are mandatory. All parents must complete the Saint Augustine Sacramental information form.

In sacramental preparation classes there are often retreats, practices and other sacramental actions that are mandatory. Parents are required to be active partners in the preparation of their children for these sacraments. Parents/Guardians and students understand and acknowledge the Roman Catholic religious nature of Saint Augustine Catholic School.

Catholic students are prepared for the Sacraments of Penance and First Holy Communion in the 2nd Grade. Catholic Students have the opportunity to receive the Sacraments of Penance and First Holy Communion throughout the school year. The Sacraments of Penances, First Holy Communion and Confirmation are conferred to Students baptized in the Roman Catholic Faith.

Parents/Guardians and students agree not to publicly repudiate the teachings and traditions of the Roman Catholic Church, and will respect and support the unique identity that Saint Augustine Catholic School derives from its Catholic faith. As the primary educators of their children, parents/guardians agree to not act in ways that contradict the Catholic nature of Saint Augustine Catholic School.

Parents/Guardians shall cooperate fully with the school and the students shall participate in all required school programming, including instruction in the Catholic faith and attendance at weekly Mass. Father Patrick Smith our Pastor, considers weekly Mass his classroom. As the primary educators of the students, parents/guardians agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Saint Augustine Catholic School.

School Mass

All students attend Mass weekly, which is typically, on Fridays at 8:00 am at the Saint Augustine Catholic Church. Three to four times a year all students are required to attend Sunday Mass at Saint Augustine Catholic Church. Parents will be notified of these particular Masses through the weekly newsletter *The Halo*, the calendar, in addition to the school website. Parents are always welcome to attend school Mass. Parents are also invited to attend other religious services with their children at Saint Augustine Catholic Church.

Admission Information

Nondiscriminatory Policy

The Archdiocese Admissions Non-Discrimination Policy can be found on the website of the Catholic Schools Office of the Archdiocese of Washington: www.adwcatholicschools.org.

As openings become available, the following priorities will be used to accept students to Saint Augustine Catholic School:

1. Members of Saint Augustine Parish
2. Members of other Catholic Parishes
3. Non-Catholic students

*****Important Admissions Disclaimer: All financial aid decisions are determined by the Administration of Saint Augustine Catholic School and Pastor on a case by case basis.*****

Children entering Pre-Kindergarten must be three (3) and four (4) years of age by August 31st. Children entering Kindergarten must be five (5) years of age by August 31st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten entrance test.

Students applying for Admission in Grades First-Eighth must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Saint Augustine Catholic School will meet the educational needs of the students. An interview with the student is part of the admission process. Prospective students are given an admissions test.

At the time of registration, all new students seeking admission to Saint Augustine Catholic School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

Health Records

Immunization Records

Social Security Card

Teacher Recommendation (Grades 1- 8)

Birth Certificate (original)

Baptismal Certificate (Catholic applicants only)

Report Cards

Standardized Test Results

Record of IEP (if applicable)

Record of 504/CAP Plan (if applicable)

Testing in some academic areas may be held for new incoming students in Grades 3-8 (as needed).

Record Keeping

At the beginning of each school year, or when a child enrolls at Saint Augustine Catholic School, parents are required to submit a child's medical record. From this information, the school keeps its register of allergies which is available for all school staff. If medication changes at any time, parents are asked to inform the school.

Transfer of Students/Withdrawal Policy

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts.

All Parent/Guardian must attend an exit interview prior to their transfer/withdrawal.

No student records will be forwarded to another school until Tuition Office accounts have been satisfied. (*See previous section on Student Records for transcript information*).

Medical Related

Medication

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the school office in the container received from the pharmacy. All medication must accompany the Archdiocese of Washington Medical Form. Medication must have on its label the following information:

1. Child's name
2. Name of doctor prescribing the child's medication
3. Frequency
4. Dose
5. Date

Any medication found on a student will be confiscated.

Asthma Medication

Saint Augustine Catholic School recognizes that asthma is a medical condition affecting many school children, and we support all pupils with asthma. The school has a clear policy that is understood by staff, parents and students. Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler as soon as the parent, doctor or nurse and class teacher agree they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. Parents must label all inhalers with the child's name. Any student that brings an inhaler to school is required to fill out an Archdiocese of Washington Inhaler Authorization Form from the school's office.

Medications on Field Trips*

Protocols for field trips will include timely notification of the nurse. Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student. The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

* Parents must be available via phone, preferably cell phone, during field trips in case of emergencies.

The School Environment

The school does all that it can to ensure the school environment is favorable to children who suffer from various allergies. As far as possible, the school does not use allergy-triggering chemicals in science and art lessons.

Notifications

Parents will be responsible for notifying classroom teachers about the nature of life-threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

School Hours and Attendance

School Hours

The school office hours are from **7:30 am – 4:00 pm**.

At Saint Augustine Catholic School, free optional before care begins at 7:00 am. We work in partnership with parents to encourage each child to develop as an independent learner. Therefore, parents should allow their child(ren) in grades Kindergarten - Eighth to enter the school building on their own each morning.

Teachers usually have office hours between 3:30 pm-4:00 pm. However, every teacher is not available after 3:30 pm every day. Parents must make appointments in advance to meet with teachers.

Attendance

- Grades Pre-Kindergarten - Eighth are to be in school from 8:00 am – 3:30 pm. Students not in their Saint Augustine Room or at Mass at 8:00 am are considered tardy.
- Saint Augustine School starts each day with prayer at 8:00 am and closes each day with prayer at 3:20 pm
- Aftercare and Afterschool activities are from 3:45 pm – 6:00 pm daily. Activities may go later or may meet on Saturday.

Parents must call the school before 10:00 am on the morning of an absence.

- Upon returning to school, the student must bring a formal doctor's note for medical absences three days or more. These notes must be given to the office.
- When absent, students are expected to make a serious effort to keep up with their schoolwork. Students are expected to turn in all missed assignments and take missed tests or quizzes. In the case of prolonged absence, or when a student is too ill to keep up with work, exceptions will be made on an individual basis. The Principal will have the final authority on a case by case basis.
- Parents are encouraged not to plan vacations during scheduled class time. It is very difficult to make up missed class lessons. **Teachers will not be expected to make individual, tutorial lessons for students whose families have chosen to vacation during scheduled class days.**
- All absences will be reviewed by the Administration Team.
- Students who have ten days or more of unexcused full **school day absences** will be considered truant. Saint Augustine Catholic School follows the District of Columbia truancy policy and/ or regulation. (DC Law 21-140:63 DCRR 8207)

Students needing medical appointments during school hours require a written note by a doctor to the homeroom teacher. Parents are required to sign their child out of school. If the child returns to school during the same school day, he/she must be signed back into school in the office by the parent/guardian. Upon returning the parent should provide a note written by the physician to avoid an unexcused absence.

The following are valid reasons for excused absences from school (if properly documented by the student's parent or guardian upon the student's return to school):

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Death in the student's immediate family;
3. Necessity for a student to attend a judicial proceeding;
4. Temporary closing of facilities or suspension of classes due to severe weather, official activities, holidays, malfunctioning equipment, unsafe or

unsanitary conditions, or other conditions requiring closing or suspension of classes; and

5. Other absence(s) approved in advance by the principal upon the written request of a parent or guardian. Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

Any absence that does not fall into one of the above categories is an unexcused absence.

Arrival

Parents are to drop off their children at the door in the front of the building, on V Street. Please follow the traffic directions given by the teachers on duty.

In the event the parents/guardians need to park in the parking lot, they must sign the visitor book. Name, phone number and tag number are needed to obtain a parking permit from the front office.

Dismissal

Upon completion of afternoon prayers, students are escorted from the Saint Augustine Room to the steps in front of the school to await their parents/guardians. If the student is not picked up by 3:45 pm, the student is escorted back into the building and is then placed in the After Care Program. If the child is not already enrolled in the After Care Program, Facts their account will be charged a fee of \$30.00 for that day.

Front Office must be advised in writing if a child is to go home with someone other than their parent or by a different means on any given day. Identification will be required from anyone other than their parent/guardians.

Tardiness

Students are to be on time to begin the school day. School begins with prayer in the Saint Augustine Room at 8:00 am. Tardy students disrupt the class and lose valuable learning time. Being late is also upsetting to the student who is tardy. Therefore, tardiness is taken seriously. No student will be admitted late to class without a tardy slip issued by the school office. Parent/Guardians of

students who arrive late to school consistently late will be required to meet with the principal. Three unexcused tardies will lead to a Wednesday Detention.

If a student is tardy at least three times or more in a given week, the parent or guardian will be charged a penalty of \$50.00. That fee will be charged to their Facts account.

Tardiness will affect the Perfect Attendance Award.

Eighth grade high school shadow visits considered "EXCUSED" tardies.

Before Care

One of the great advantages you have in going to Saint Augustine is that Before Care is free. Before Care begins at 7:00 am and is optional. Students arriving at that time will go to the designated area until morning assembly begins in the Saint Augustine Room.

After Care

Saint Augustine Catholic School provides an aftercare program for a fee. Our goal is to provide it daily. After care begins at 3:45 pm and ends at 6:00 pm daily except for $\frac{1}{2}$ days, the day before scheduled holidays, and as posted in the calendar, *HALO* or announced due to inclement weather.

Saint Augustine Catholic School facility is part of Saint Augustine Parish and occasionally there are church activities that impact the school's After Care program. For any other rare occasion where there is no After Care, the School Administration will provide advance notice to parents.

Aftercare students are provided with a snack and homework assistance. Each student is required to pay an activity fee which also provides for two after-school activities in which students in aftercare participate.

A flat late fee of \$30.00 will be charged per child picked up after 6:00 pm. Charges will be added to the student's FACTS account payment for that month.

Students who are not picked up by 5:45 pm will receive:

1. A phone call reminding you to pick up your child(ren) on time.
2. Repeated failure to pick up your child from Aftercare on time will result in your child not being allowed to attend the Aftercare Program. Students who are not enrolled in the Aftercare Program or who are not registered in an Aftercare school activity that meets on that date must be picked up by 3:45 pm. If a student is not picked up by 3:45 pm , he or she will be placed in the Aftercare Program for that day. Parents will be charged the daily rate of \$30.00 per child for using this program. The fee will be added to their FACTS account.

Eighth Grade Graduation

Upon Graduation, Eighth grade students have completed their instruction at Saint Augustine and have become alumni and are no longer students of the school. Therefore Eighth grade students are not allowed to return to school. Parents **should make other arrangements** for their Eighth grade child(ren) to stay at home after graduation.

Kindergarten Graduation

Kindergarten graduation will occur during the last week of school. Students may return to school after graduation.

Academics

Saint Augustine Catholic School teachers encourage creativity and critical thinking as well as the ability to apply what has been learned to real world experiences. We follow the Archdiocese of Washington Standards as well as the Common Core Standards.

Curriculum

The Archdiocesan curriculum guidelines, consistent with the District of Columbia guidelines and the Common Core, are followed for the teaching of all secular subject areas.

Saint Augustine Catholic School offers instruction in the following subjects: Religion, Language Arts, Reading, Spelling, Penmanship, Math, Science, Social Studies, Spanish, Computer Literacy, Library Skills, Music, Art, and Physical Education.

Textbooks and other supplementary materials are selected according to Archdiocesan guidelines. All students are required to return the textbooks that were issued to them at the beginning of the school year. There will be an additional fee charged for books that are lost, damaged or stolen. All students are expected to complete requirements for each subject at the particular grade level; including homework packets distributed during the Thanksgiving, Christmas, Easter and Summer Break.

Testing

Students of Saint Augustine school are measured at the beginning, middle and the end of the school year using a Performance Series test with the following components: Reading, English, Spelling, Vocabulary, Composition, Library Skills, Math, and Literature. Scores are placed in student's records and copies are given to parent. Teacher's use results to assess their students.

Objectives of Core Grades

PRE-KINDERGARTEN to KINDERGARTEN:

In Pre-Kindergarten to Kindergarten, students will learn an array of subjects that will help them advance into their grade levels. The items that students will be learning include language that is experienced through poetry, rhymes, drama, chants, and charts throughout the classroom. Students will also learn math that is constant in sorting, counting, measuring, and other daily hands-on activities. Art is another subject that will be used to represent our student's expression in the early childhood classroom. Students tell stories, answer questions, and propose ideas through drawing, painting, and other creative means. Students will participate in music during the day as a greeting, transition, self-expression, and entertainment. Religion permeates our entire program in the way that we ask children to look at themselves, each other, and the world. Lastly, writing is extremely varied in kindergarten, from tracing the ABCs and ending in higher-level thinking skills like forming, organizing, and expressing complete thoughts.

FIRST GRADE:

In first grade, students will learn a variety of topics throughout the school year in a fun and interactive way! We will focus on five main subjects. These topics include Language Arts, Math, Social Studies, Religion, and Science. In Language Arts, we will cover five topics within each lesson. These five topics include literature, phonics, spelling, writing, and grammar. Focusing on these different topics will allow the student to improve on his or her reading and writing skills. In Math, we will cover six different modules. These modules include sums and differences to ten, introducing place value through addition and subtraction within 20, ordering length measurements as numbers, place value, comparison, addition and subtraction to 40, identifying, composing, and partitioning shapes and lastly, place value, comparison, addition and subtraction to 100. Within our Social Studies unit, we will cover different topics about communities, our world, traditions, and our past and present. These topics will allow the students to explore the world around them and discover new issues about the world. In Religion, we will dive into different topics such as, Jesus' teaching us about God's love and how we are all followers of Jesus and what that mean to us. We will also learn and practice prayers and learn more about our faith as individuals and as a community. The last subject that we will explore is Science. We will have a wide variety of topics that we will learn about, such as life science, earth science, and physical science. As a class, we will be able to read, research, and create projects that are related to the various topics we will cover. This year will be full of fun, learning, and hard work!

SECOND GRADE:

In second grade, the following subject areas are taught. In Reading/Language Arts, students will cover fluency, vocabulary development, reading comprehension, analyzing text. In the area of writing the students are guided through the writing process to stress purpose, grammar, structure and clarity. Students are also expected to listen carefully and respond clearly worded sentences.

In Mathematics students will learn number sense, computation with larger numbers and develop the foundation for basic multiplication, division, algebraic reasoning, geometry and measurement. During Science, the class will explore the nature of science and technology, scientific thinking, the physical setting, the living environment, the mathematical world, and critical thinking. In Social Studies, students will understand my community/my country, working to meet our needs, the world around us. In addition, to celebrating our traditions, our nation past and present. Lastly, in Religion, students will learn how Jesus Christ is with us always; Jesus calls us to Penance and Reconciliation. Also, Jesus gives Himself in the Eucharist, and we live our Catholic Faith.

THIRD GRADE:

Third-grade is a beautiful place where Christ is the center of learning and spiritual growth. Using the Common Core Curriculum, third-grade students will be instructed to cursive writing, multiplication, higher-level division, and creative writing skills. Each student will research a minimum of one book report. The students will present to an audience the completed project having memorized facts about their book. If a biography, students will represent the person in a costume, and include a visual presentation illustrating critical points of interest about their book. Third graders will also go on class trips that will consist of the pumpkin patch, Annapolis, MD, and a walking tour of Washington, DC. The Third Grade is a great place where learning is not limited to reading and writing. We will make our way through many learning experiences. When the year comes to a close, each student will be a master of their learning, feeling more secure and mature.

FOURTH GRADE:

The fourth grade curriculum aims at giving each scholar a well-rounded, standards-based education in all core subjects: Religion, Language Arts, Mathematics, Science, and Social Studies. Each Fourth Grade Scholar receives guidance to develop a heightened level of responsibility. With individual schedules and maintaining planners, our fourth graders are preparing for the responsibilities of middle school. Problem-solving, time management, research

skills, creative application of learning content, and other strategies challenge students to develop academic and self-management skills further. We want our scholars to value diversity, to learn to live comfortably with others and to form and express their own opinions. We want them to become independent and creative thinkers, to know how to solve problems, and to adapt their understanding to new experiences.

FIFTH GRADE:

Fifth grade is exciting because we are the oldest students on the elementary level. As fifth-graders, we are expected to be role models to the younger students in our cluster. Working together as a team makes us strong, and we keep Christ in the center of all of our instruction. We learn about the sacraments and how to treat others with kindness and respect. We start the year using ink pens and cursive writing. We participate in the annual Science Fair. There are several opportunities to participate in hands-on activities in Science to prepare us for this project. We participate in several field trips throughout the year. One of our field trips will be to visit the African American Museum. With the information gathered from this trip, the students will complete a PowerPoint Project. Fifth grade is a stepping-stone to prepare the student academically, spiritually, and physically for the middle school experience.

SIXTH GRADE:

Sixth grade is the first phase of the High School Preparatory program known as middle school. As sixth graders, we begin the experience of having different teachers for all of our core subjects. It is here where we start to transition from being the oldest students in our grade cluster, to be the youngest students. We are introduced to the level of rigor and high expectations that accompany students preparing for high school. This is truly the point in education where we move from "learning to read to reading to learn." In sixth grade, we begin to apply the concepts and themes we have been taught to our daily lives. The sixth-grade experience at Saint Augustine Catholic School is designed to allow us to grow and mature into adolescence as we prepare for that significant leg of the middle school called seventh grade.

SEVENTH GRADE:

Seventh grade is the second phase of middle school and, it can be argued, the most important grade level of all in determining the student's level of high school preparedness. In the seventh grade, we find the first year of elementary school records that are required by the high schools to evaluate high school readiness. It is in seventh grade where students must develop "transfer skills" (the ability to see both new concepts and tasks and then apply the skills mastered through sixth grade to solve them). The seventh-grade experience at Saint Augustine School is designed to allow students, teachers, and parents to assess the student's strengths and challenges as they prepare for the all-important last phase of the middle school called eighth grade.

EIGHTH GRADE:

Eighth grade is the last phase of middle school and places its focus on preparing students to enter high school. The first quarter of eighth grade begins with an emphasis on reviewing, for mastery, all of the skills and concepts introduced to the student throughout his/her time in middle school. All Saint Augustine Catholic School eighth-graders are required to take a high school entrance exam known as the High School Placement Test.

This test is administered by the Archdiocese of Washington in November of the school year. The results of that assessment are sent to the high schools that each student applies to, and once they are reviewed along with academic records. Students receive letters from the admissions office regarding acceptance. The balance of instruction for the eighth-grade year focuses on ninth-grade level academics and the beginning phase of high school.

Objectives of Core Subjects**RELIGION: Fulfilling the Mandate of Christ**

It must first be stated that at Saint Augustine Catholic School, religion is not a subject confined to religion class but one which permeates all that we do as a school. It is at the heart of our teaching mission. Why? Because when Jesus commissioned his apostles to "Go and make disciples...and teach them" (Matthew 28:19-20), he defined the role and purpose of the Church and by extension, our Parish School as well. Having said this, however, Religion Class is a subject in its own right and serves a specific purpose of not only education but edification; not just information but transformation. We teach our children that the heart of Christianity is a relationship. In this way, we teach religion

not only so they will know more about God but that they would discover that they can actually get to know God personally.

Through our standard's based curriculum set by the Archdiocese of Washington, each grade receives instruction at a level appropriate to their age and ability to understand. We go about this in four ways: Instruction (the Creed - or content of our Christian beliefs and teachings of Jesus - and scripture and the Seven Sacraments); Prayer (individual and communal devotions and weekly Mass); Sacramental Preparation (for those students seeking Baptism, First Eucharist, Confession and Confirmation) and Life Application (Christian morality, character, practicing the virtues, Christian community and service to others).

Specifically, Pre-Kindergarten to 3rd-grade students will be introduced to the Knowledge of Faith curriculum which includes understanding the creed, prayer, the sign of the cross, the Holy Trinity, the Seven Sacraments, the Mass, and the liturgical colors and seasons. 4th – 8th graders will master the creed, the Trinitarian nature of God, the work and mission of Christ, liturgy, the sacraments, sacred scripture, Christian morality, and prayers.

While all receive instruction about our Catholic Faith, no one is ever forced or coerced to embrace our beliefs. As a Catholic School, we are obligated to share our faith with our students regardless of background or creed, and we do so not only with respect but also with immense joy!

MATHEMATICS:

Saint Augustine Catholic School is committed to excellence in mathematics. With the establishment of a Mathematics Department, we have developed and implemented a strategic plan to enhance math instruction, curriculum, student comprehension, and outcomes, and we see the results. We administer the Scantron Performance Series Test in the Fall, Winter, and Spring of each school year. We are proud to announce that we have students that have scored in the top 5 percentile nationally, at every grade level we test. The success that we have experienced has prompted us to form Math Labs to reach and challenge every Saint Augustine student no matter what percentile he or she falls in.

Once we receive the Fall testing results, and after the classroom teacher has had time to evaluate the students' strengths and weaknesses, consultation is held between the teacher and the Math Department Chair to assign each student to a math enrichment program (Math Lab). Math Lab is mandatory for each student twice a week, where they will receive a quarterly grade. Parents are notified mid-way through the first quarter of their child's assignment to a math

lab. The Saint Augustine Catholic School Mathematics program is built on the foundation of effective vertical alignment.

The following is a brief description of the math curriculum for the primary grades:

PRE-KINDERGARTEN 3 AND PRE-KINDERGARTEN 4

Identify, trace, and write numbers.

KINDERGARTEN

Number Sense- Students understand the relationship between numbers and quantities up to 10

Computation – Students understand and describe simple additions and subtractions.

Algebra- Students sort and classify objects.

Geometry-Students identify common objects around them

FIRST GRADE

Computation - Students demonstrate the meaning of addition and subtraction and use these operations to solve problems.

Number Sense - Students understand symbols, objects, and pictures used to represent numbers up to 100.

Problem Solving - Students make decisions about how to set up a problem.

Geometry- Students identify common geometric shapes and classify them by common attributes.

SECOND GRADE

Computation - Students solve simple problems involving addition and subtraction of numbers up to 100.

Algebra and Functions - Students model, represent, and interpret number relationships to solve problems.

Geometry - Students identify the attributes of common shapes in the plane and of common in space.

Measurement- Students understand how to measure length, temperature, capacity, weight, and in standard units.

THIRD GRADE

Number Sense - Students understand the relationships among numbers, quantities, and place value in whole numbers up to 1,000. Computation- Students solve and model simple problems involving multiplication and division.

Algebra and functions- Students select appropriate symbols, operations, and properties to and solve number relationships.

Geometry- Students describe and compare the attributes of solid geometric shapes.

FOURTH GRADE

Number Sense - Students understand the place value of whole numbers and decimals to two decimal places. Students solve problems involving addition, subtraction, multiplication, and division of whole numbers.

Algebra and Functions- Students use and interpret variables, mathematical symbols, to write and simplify numerical expressions and sentences.

Computation- Students extend their use and understanding of whole numbers to addition and subtraction of simple fractions and decimals.

Measurement- Students understand perimeter and area, as well as measuring volume, capacity, time, and money.

FIFTH GRADE

Computation- Students solve problems involving addition, subtraction, and simple multiplication, and division of fractions and decimals.

Algebra and Functions- Students use variables in simple expressions and compute the value of an expression for specific values of the variable.

Geometry- Students identify, describe, and classify the properties of plane and solid geometric shapes and the relationship between them.

Measurement- Students understand and compute the areas and volumes of simple objects, as well as measuring weight, temperature, time, and money.

SIXTH GRADE:

Computation- Students solve problems involving addition, subtraction, division, and multiplication of integers, fractions, decimals, ratios, and percentages.

Algebra- Students write and evaluate algebraic expressions, solve linear equations, and graph and interpret their results.

Data Analysis and Probability- Students compute and analyze statistical measures for data sets, and determine theoretical and experimental probabilities.

Geometry- Students identify and draw vertical, adjacent, complementary, and supplementary angles. Construct transformations and similar figures

SEVENTH GRADE

Number Sense- Students understand and use scientific notation and square roots they convert between fractions and decimals.

Algebra and Functions- Students express quantitative relationships using algebraic terminology, expressions, equations, inequalities, and graphs.

Measurement- Students compare units of measure and similarity to solve problems.

Data Analysis and Probability- Students collect, organize, and represent data sets and identify relationships among variables within a data set.

EIGHTH GRADE

Number Sense Students know the properties of rational and irrational numbers, and understand and use exponents, powers, and roots.

Algebra and Functions: Students solve linear equations and inequalities, graph and interpret functions, and understand the concepts of slope and rate.

Geometry- Students deepen their understanding of geometric shapes and properties by constructing shapes that meet given conditions, and identifying their attributes.

Measurement- Students convert between units of measure and use rates and scale factors to solve problems.

SOCIAL STUDIES (FIFTH through EIGHTH GRADE):

Washington, DC is the best place in the country to balance classroom instruction and the use of the city as a laboratory to study social science. Saint Augustine Catholic School takes full advantage of this great city. Even though Social Studies is taught in all grades at Saint Augustine, there a special emphasis in Middle School. In Middle School, Social Studies students examine the connection of their own environment with the past and learn to relate the events and people of the past to the present.

Social Studies classes are broken down into various sub-headings: History, Geography, Economics, Civics, Government, Political Science, Historical knowledge and chronological thinking are a focus of History. Political Science, Government, and Civics teaches students the forms and functions of government as well as the duties and obligations of a citizen in society. Geography explores the world in spatial terms, places, and regions. Through Economics, students learn how people work to meet basic economic needs.

The Sixth Grade Curriculum focuses on the study of Europe and Classical Civilizations.

In Seventh Grade students will explore the people and cultures of Asia and Africa.

In Eighth Grade students will learn about the development of America.

LANGUAGE ARTS:

In the English/Language Arts course, students will be active partners in student-centered, hands-on, inquiry-based learning. Scholars will engage in rigorous, technology-infused instruction that is creative, kinesthetic, and differentiated to meet individual learning needs and styles. Continuing to evolve into critical thinkers, students will analyze both past and current events and effectively articulate their positions composing sound arguments based on solid research. They will also conduct their own dynamically-led peer discussion groups that will dissect both nonfiction and literary text and demonstrate mastery using both traditional and non-traditional learning activities and assessments. Students will engage in literary studies in which they will express their ideas regarding various documents and demonstrate their understanding utilizing multiple creative techniques.

Scholars in grade six will read both nonfiction and fiction texts. This will enable the student to articulate an author's opinion by closely examining facts and demonstrating comprehension, using nontraditional techniques to assist in their knowledge. They will create visual representations of the strategies they are using to access the texts, such as graphic organizers and poems. Scholars will be

able to accurately distinguish between propaganda, faulty reasoning, and persuasion through such modalities as role play and technology.

In grade seven, scholars will continue to engage in vigorous learning in which they will analyze various types of informational and technical materials, including, but not limited to, newspapers, websites, news sites, and blogs. They will demonstrate their understanding of functional materials and instruction by designing and showing how to use various objects. Students will analyze an author's viewpoint by engaging in such activities as role play.

Scholars in grade eight will analyze various poems from the past and present and link their content to both history and current events. Students will participate in collaborative projects in which they will become literary critics by examining the influence of an author's perspective and background on his or her work.

SCIENCE:

Science students from Pre-Kindergarten to Eight are exposed to hands-on, standards-based activities focusing on topics found in the Archdiocese of Washington's academic standards. These include: the nature of science and technology, scientific thinking, the physical setting, the living environment, and the mathematical world. Saint Augustine engages in a STEM Program (Science, Technology, Engineering, and Mathematics). The STEM Program is designed to inspire the next generation of innovators, explorers, investors and pioneers to pursue STEM careers.

This integrated and interdisciplinary approach will expose our students to laboratory works and relevant learning experiences which aligns with the Archdiocesan's mission of engaging young people's curiosity and developing their critical thinking and problem-solving skills.

Students in Pre-Kindergarten - Second meet once a week for lab activities that support concepts which are coordinated with their classroom teacher. Grades

Three - Five meet twice a week while grades Sixth-Eight meet 4-5 times per week to support or introduce concepts. In the process of tackling open-ended challenges, students develop a working understanding of core science concepts, deepen their understanding of the scientific method and design process, and increase their motivation to learn science, technology, engineering, and math.

Students build their skills and confidence through engineering activities using the scientific method and design process throughout the school year. An opportunity for students to conduct independent research is presented in a school wide science fair, where students participate.

Robotics and pre-engineering related after school programs are also available for students who are interested to explore more beyond the scope of the science curriculum.

PERFORMING AND VISUAL ARTS:

The Performing and Visual Arts program embodies the belief that all can sing, dance, act, draw, paint and perform. In a safe and welcoming environment, students are encouraged to try, fail, succeed, and grow as artists. Via the classical, modern, and contemporary genres of the arts, Saint Augustine students study and apply their knowledge. Students have the opportunity to present their skills by participating in performances and exhibitions in and outside of the school throughout the year.

PHYSICAL EDUCATION:

In Saint Augustine, physical fitness programs are designed to be appropriate for each grade. Students learn to achieve and maintain a health-enhancing level of physical fitness, demonstrate responsible personal and social behavior in physical activity settings, demonstrate understanding and respect for differences among people and understand that physical activity provides the opportunity for enjoyment, challenge, self-expression, and social interaction.

SPANISH:

Pre-Kindergarten 3 and Pre-Kindergarten 4

In the first quarter, we will cover lessons about the numbers from one to ten, the colors, the days of the week. In the second quarter we will continue with

animal stories (books) and the month of the year. In the third and fourth quarter, we will learn several traditional songs in Spanish and different ways to greet in Spanish.

Kindergarten

In the first quarter, we will be learning several greetings (Buenas Dias, Buenas Tardes, Buenas Noches and Adios) and we will be covering the colors, the days of the week. In the second quarter, we will be covering the months of the years, animal sounds, and names of farm animals. In the third and fourth quarter, we will be covering several traditional songs in Spanish, animal stories (books) and cultural symbols (patriotic symbols) such national anthems, flags and national emblems.

First Grade

In the first quarter, we are going to study the numbers from 1 to 20, greetings and farewells. In the second quarter, we will review the colors, the days of the week, the months of the year and farm animals. In the third and fourth quarter, we will start phonemic awareness lessons about the alphabet in Spanish (Reading practices).

Second Grade

In the first quarter, we will cover greeting, complements, and lessons about the classroom. In the second quarter, we will cover a lesson about colors and parts of the body. In the third and fourth quarter, we will cover several phonetic awareness lessons about the whole alphabet in Spanish using reading practices.

Third Grade

In the first quarter, we will cover a lesson about the cognados (*cognates*) in español y el Inglés (Words that are similar in Spanish and in English). In the second quarter, we will cover a lesson about “La clase y la escuela” (school and classes). In the third and fourth quarter, we are going to study the numbers from 1 to 30 and some math addition and subtraction.

Fourth Grade

In the first Unit, we will start with a lesson about “El Salón de Clase” (*The classroom*) and on the second Unit we will continue with a lesson about La clase y la escuela (*Your class and the school*). In the second Unit, we will cover a lesson about the weather (What’s the weather like?). Calculating and

converting temperatures in Fahrenheit to Celsius degrees and vice-versa. In the third quarter and fourth quarters we will do a lesson about the numbers and some Math operations.

Fifth Grade

In the first quarter we do a lesson about “Las actividades” (*Different activities*) in which we will study a variety of expressions related to daily activities. We will also study several AR verbs, their conjugation and subject pronouns. In the second quarter, we will learn how describe things in Spanish by learning the how to use nouns and adjectives based on number and gender. In the third quarter, we will cover a lesson about ¿Adonde vas hoy? (*Where are you going today?*) and we will continue working on the verb conjugations of the verb Ir (to go). In the fourth quarter, we will end up with a lesson about ¿En la Escuela? (*Talking about your school*) and we will cover several topics about classes, places in school and what to do in school activities.

Sixth Grade

In the first quarter, we do a lesson about the telling the time in Spanish using the standard and the “menus form.” In the second quarter we complete a lesson about Cando es tú cumpleaños” (*When is your birthday*) and we will cover several AR verbs in Spanish used to describe some several activities outside the classroom. And the Third quarter, we will continue with the ER verbs and we will be using several strategies to conjugate ER verbs correctly and in the fourth quarter we are going to watch and read about documentary about the Centralamerican refugees “La bestia” (The beast).

Seventh Grade

In the first quarter we complete a lesson about “Las Partes de la Cara y Cuerpo” (*Parts of the body and face.*) and we go over to several strategies to learn several verbs and pronouns to use the parts of the body and face using complete sentences. In the second quarter we study the ER verb and we learn how to figure out the verb ending to conjugate verbs correctly. On the third quarter we do a lesson about the weather and study the different kind of the weather during each season of the year. In the fourth quarter we end up completing a reading and writing comprehension project about the film, “En el tiempo de las mariposas (*In the times of the butterflies*).

Eighth Grade

In the first quarter we cover a lesson about “En La Cocina” (*In the Kitchen.*) Later in the second quarter we do a lesson about Las Diversiones (Going places in Spanish) and we study the verb Ir. In the third quarter we were going to learn about a Writing and Reading Comprehension Project about the television documentary, “The Devil Miner.” (Children working on the mines of Bolivia) and a lesson about going to “La fiesta” and we are going to analyze several stem-changing verbs and in the fourth quarter, we will have another reading and writing comprehension project about the Film “El Norte”.

Grading

Grading for Pre-Kindergarten 3 through Third Grade

Pre-Kindergarten through Third Second Grade are issued a Standards Based Expectation Report Card required by the Archdiocese of Washington.

Pre-Kindergarten and Kindergarten are issued report cards twice a year during the Second and Fourth Quarter. First, Second Grade and Third Grades are issued report cards quarterly.

Grading Scale for Pre-Kindergarten 3 through Third Grade

EE	Exceeds the grade level expectations at this time	NE	Not approaching the grade level expectations at this time
ME	Meets the grade level expectations at this time	X	Not assessed at this time
AE	Approaching the grade level expectations at this time		

Social Development, Work Habits and Motor Skills Scale

- 4 Consistently
- 3 Sometimes
- 2 Seldom
- 1 Never

Grading Scale for Grades 4 - 8

A = 93 – 100

E = Excellent

B = 85-92

G = Good

C = 77-84

S = Satisfactory

D = 70 – 76

U = Unsatisfactory

F = 69 or below

Report Cards/Deficiency Notices

Report Cards are given four (4) times during the academic school year. Grades 4th - 8th report cards are distributed during Parent Teacher conferences. Pre-K and Kindergarten receive reports cards twice a year.

The fourth quarter report cards are mailed to each students address on file.

Deficiency Notices will be given to the students and mailed to the parents between each grading period.

No student will be given a Deficiency Notices or Report Card if tuition, library fines, lunch fees or After School Care Program fees are in arrears.

Homework

Formal homework is assigned to help students become self-reliant, self-directed and grow in subject matter knowledge. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. All homework assignments will also be posted in Google Classroom.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. No tests will be given on Monday's. Students should be prepared for tests or quizzes as scheduled.

Parents are expected to ensure that their child completes all homework assignments and hands them in on time.

Homework Policy and Vacations

Parents are encouraged to schedule trips or family outings during school breaks and closings to eliminate interrupting a child's learning process. Missed assignments are the student's responsibility. **Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.**

Homework Policy and Student Illness

When a student is **absent for three or more days**, upon the student's return assignments may be picked up in the front office.

Students will be allowed a period of one day for each day of absence due to illness to make up assignments and tests. For example, a student who was absent three days will be given three school days to complete the missing assignments and /or make-up tests.

Library

Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

Borrowed books are to be returned on time and in good condition.

Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive Deficiency Notices or quarterly report cards until their account is cleared.

Counseling

Counseling is provided through the Christ Child Society, Inc. of Washington, DC.

Title I and Title II Programs are incorporated, when necessary, in the school curriculum to improve the individual students' ability to attain grade-level proficiency and succeed in the regular academic program.

Field Trips

Field trips are an exciting enhancement to the learning experience of Saint Augustine students. Students must wear their full Saint Augustine Catholic School uniform when attending a field trip. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. A field trip permission slip is distributed for every off-campus activity. This is the only format that may be used to allow a student to leave school during school hours. Verbal permission **cannot** be accepted. **Permission slips are due in the office as requested per trip.**

A **telephone call** will **not** be accepted in lieu of a signed permission slip.

Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. ***Students who do not attend a field trip should remain home and will be marked absent for the day.***

Students who are participating in the field trip must travel to and from the field trip with their class.

The Dean of Discipline may determine as a punishment that a child should not be allowed to attend a field trip. The Administration will notify the parent before the field trip of child ineligibility. ***A child who has lost the privilege to go on a field trip is to stay home.***

Parents who are not official chaperones, (VIRTUS trained), may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the official chaperones. Participation by unofficial chaperones jeopardizes the protection for our students and all other official adults on the trip.

Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip. Chaperones are to follow instructions given by the teacher.

All chaperones must be VIRTUS trained.

Field trips are designed to correlate with teaching units and to achieve curricular goals.

Field trips are re-evaluated each year to determine the trip's compatibility with curricular goals.

A field trip is a privilege and not a right.

All grades do not always have the same number of field trips.

Field trips are permissible for all grades when advanced planning, location, and the experience ensures a successful learning opportunity.

Awards

Certificates are provided at the end of in an award ceremony for grades 1st through 8th that parents are encouraged to attend and are given to no more than two students per grade/homeroom.

Pre-Kindergarten 3 and 4 will have a separate awards ceremony.

Kindergarten awards ceremony will be held during their graduation.

The Following Awards will be given at the end of the year.

Spirit of Saint Augustine Award: Values Code

Student exemplifies the spirit of the mission of Saint Augustine Catholic School.

Grades Pre-Kindergarten - Seven

Criteria:

Reflects consistent values code characteristics:

Honesty, Respect, Responsibility,	Tolerance, Cooperation, Fairness,
Self-Control, Hard Work, Self-	Forgiveness, Courage, Self-
Respect, Concern for Others,	Knowledge

Exhibits interest in the Catholic faith

Saint Charles Lwanga (catechist) for Excellence in Religion

This saint died a martyr. He adhered steadfastly to the Catholic faith and that caused him his life.

Grades Two –Eight

Criteria:

Academic effort	Exhibits interest in the Catholic faith
Appropriate conduct	
Academic achievement (A's and B's)	Goes above and beyond the norm

Saint Teresa of Calcutta Service Award in Volunteerism/Community Service

She served the "Poorest of the Poor" in Calcutta, India. She founded an Order which is still saving the poor all over the world. She loved the poor and the helpless.

Grade Eight

Criteria:

Commitment to service outside of school above and beyond the classroom	Light the World projects
--	--------------------------

Saint Cecelia Award for Excellence in Music

Saint Cecelia loved God from childhood and she died a martyr after converting so many people. She is regarded as patroness of musicians.

Grades Two –Eight

Criteria:

Displays effort and cooperation in music performance and learning	Active participation in Musical Programs
Academic Achievement (A's and B's)	Goes above and beyond what is expected in the curriculum

Dr. Charles Drew Award for Excellence in Science

Charles Richard Drew (June 3, 1904 – April 1, 1950) was an American physician, surgeon, and medical researcher. He researched in the field of blood transfusions, developing improved techniques for blood storage, and applied his expert knowledge to developing large-scale blood banks early in World War II.

Grades Two –Eight

Criteria:

Displays effort and cooperation in class
Academic Achievement (A's and B's)

Exhibits interest in applied Science
Active participation in class
Goes above and beyond what is expected in the curriculum

Saint Thomas Moore Award for Excellence in Social Studies

He was loyal to God and the Church and that earned him martyrdom. He is the patron of lawyers.

Grades Two –Eight

Criteria:

Displays effort and cooperation in class
Academic Achievement (A's and B's)
Exhibits interest in Social Studies

Active participation in class
Goes above and beyond what is expected in the curriculum

Saint Michael the Archangel Award for Excellence in Math

Michael means "Who is Like God". He is one of the Archangels. Saint Michael is the warrior Angel. He is the great defender of the Church of Christ.

Grades Two –Eight

Criteria:

Displays effort and cooperation in class
Academic Achievement (A's and B's)
Exhibits interest in Math

Active participation in class
Goes above and beyond what is expected in the curriculum

Langston Hughes Award for Excellence in Language Arts

Black American poet, novelist and playwright Langston Hughes was a primary contributor to the Harlem Renaissance.

Grades Two –Eight

Criteria:

Displays effort and cooperation in class

Academic Achievement (A's and B's)

Exhibits interest in Language Arts

Active participation in class

Above and beyond

Public Speaking

Great poet

Jackie Robinson Award for Excellence in Physical Education

Jackie Robinson was the first Black male who broke the color barrier in baseball for the Brooklyn Dodgers.

Grades Three –Eight

Criteria:

Displays effort and cooperation in class

Academic Achievement(A's and B's)

Exhibits interest in applied

Physical Education

Active participation in class

Goes above and beyond what is expected in the curriculum

Health and physical education

Saint Joseph Award for Excellence in Art

Saint Joseph was a virtuous man and the husband of Our Blessed Mother Mary. He is the head of the Holy family, Jesus, Mary and Joseph. He was a carpenter who lived a simple life. He protected Jesus and Mary. He is the patron of the Church.

Grades Two –Eight

Criteria:

Displays effort and cooperation in class

Academic Achievement (A's and B's)

Exhibits interest in Art

Active participation in class

Goes above and beyond what is expected in the curriculum

Saint Teresa of Avila Award for Excellence in Spanish

Saint Teresa of Avila was a doctor of the Church. She was actively engaged in founding new converts of reformed Carmelite nuns. She loved God, her creator, and serves Him unto death. She was a great writer. All her workings are still used today.

Grades Two –Eight

Criteria:

Displays effort and cooperation in class

Academic Achievement (A's and B's)

Exhibits interest in Spanish

Active participation in class

Goes above and beyond what is expected in the curriculum

Michael L. Matthews Award for Excellence in Information Technology (IT)

Michael L. Matthews a Saint Augustine and Saints Paul and Augustine alumni was the first IT tech to create Saint Augustine's technology lab.

Grades Kindergarten –Eight

Criteria:

Protecting school property and technology repairs

Displays effort and cooperation in class

Academic Achievement (A's and B's)

Exhibits interest in Technology

Active participation in class

Goes above and beyond what is expected in the curriculum

Saint Augustine Pastor's Award

An eighth grade young man who embodies the leadership and moral character of Saint Augustine Catholic School

Grade: 8

Criteria:

Exhibits high Moral Character

Shows Leadership

Commitment to Community Service

Follows the person and message of Christ

Saint Monica Principal's Award

An eighth grade young lady who embodies the leadership and moral character of Saint Augustine Catholic School

Grade: 8

Criteria:

Exhibits high Moral Character
Shows Leadership

Commitment to Community Service
Follows the person and message of Christ

Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan including Alert, Lock Down, Inform, Counter, Evacuate(ALICE) Training and CDC (Center of Disease Control) Guidelines.

In the event of a suspected allergic reaction (where there is no known allergic history), 911 will be called, and the school's Emergency Response Plan will be activated.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder. This folder is accessible by teachers, substitutes and other responsible adults.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food-related events held in the classroom. Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Allergy Policy

No Teacher or staff member of Saint Augustine Catholic School is allowed to administer medicine to any student. *Parents may come to the school to administer the medicine to their child or teach their child how to take their own medicine.* All student medication must be kept in the school office with the child's name clearly marked on the medication or on a bag containing the medication.

Food Allergy Policy

Saint Augustine recognizes that life threatening food allergies are a serious condition affecting many school children. In order to minimize the incidence of life-threatening allergic reactions, Saint Augustine will maintain a system-wide policy for addressing life-threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. All parents are required to fill out and submit an Allergy Agreement and Action Plan from the Archdiocese of Washington – Catholic Schools Office. If a student is in need of an Epi-Pen, his or her parent is required to have an Archdiocese of Washington Epi-Pen Authorization form which can be obtained from the school office. All faculty and staff are instructed to call 911 in case of emergency.

Child Abuse Laws

Saint Augustine abides by the Child Abuse laws of the District of Columbia and Archdiocese of Washington Child Protection policies. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Rules of Conduct

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for human dignity and uniqueness of every individual, each student should be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development, mutual respect and personal responsibility. Saint Augustine students are expected to be as courtesy in all personal relationships; and prompt in fulfilling obligations.

The Dean of Discipline will engage in disciplinary measures when this philosophy is *violated* by a student..

Prohibited Items: Items such as, but not limited to, inappropriate books/reading materials, pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, cell phones, laser lights, CDs, iPods, Kindles, Notebooks, Note Pads, iPads, mp3 players, fidget spinners, cameras, or anything that will

detract from a learning environment are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

Prohibited items confiscated from students will not be returned.

Grave conduct violations such as: stealing, cheating, inappropriate use of social media/electronic devices; plagiarism, threatening students or faculty will be investigated by the Dean of Discipline or his or her designee and punishment will be determined by the Principal. Punishment will range from Wednesday Detention, Saturday School, and suspension or expulsion.

Even though we are in the District of Columbia and it is legal to record a person without their consent; on Saint Augustine Catholic School property, it is prohibited to record or photograph another person without their knowing permission.

Harassment and Bullying

As a Catholic school, Saint Augustine Catholic School believes and teaches that each of us is called to love our neighbor and to treat them with respect. Saint Augustine Catholic School is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously and reviewed by the Dean of Discipline. The Principal is the Appeals' Officer in these matters. Investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

The reprisal or retaliation against anyone who report acts of bullying, harassment, and intimidation is strictly prohibited; all reports of reprisal or retaliation will be treated seriously and subject to review and punishment by the Dean of Discipline.

Discipline

Student Behavior

Please review the student handbook with your child. Saint Augustine Catholic School students uphold the values of good citizens and are children of God. Consequences will be given depending on case by case situations and can range from detention to expulsion.

Refocus Sheets

Your child may be given a Refocus Sheet for you to discuss with him/her at home. Please sign the Refocus Form and return it to school. Refocus sheets set the accountability with the students, making sure students can redirect their energy in a positive manner. The students should establish a better report with the teacher and parent. Two Refocus Forms will lead to a detention.

Detention

Detention may be issued for a breach of classroom and/or school rules. Parents will be notified of the detention. Detention is a consequence that can come from infractions such as dress code violations, use of profanity towards staff, or peers, inappropriate/disruptive physical contact between students, leaving class without permission, misuse of school equipment, insubordination, playing in the bathroom/hallway, unsafe behavior, academic dishonesty and computer abuse. The date and time of the detention are at the discretion of the Dean of Discipline who manages the detention process. Detention will be held on Wednesdays after school from 3:45pm to 4:45pm. A child who has to serve detention will miss their after school activity and their parents will be called and notified of the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, and all extracurricular activities.

Saturday School

Three detentions in a semester will require the student to attend Saturday School. Saturday School will be held on designated Saturdays from 9:00 a.m. to 12 noon. The student must come in FULL Saint Augustine Catholic School uniform. Failure to attend a Saturday School will result in a suspension. If a student is assigned Saturday School twice in a school year, the child could be suspended.

Suspension

Suspension is a serious punishment. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests missed due to suspension; however failure to complete work will result in a failing grade or earning a zero for assignments.

The following infractions are examples of grave infractions that are likely to result in an automatic suspension: possession of a weapon or destruction of property, severe use of profanity towards staff or peers, physical harmful/threatening contact between students or staff (respecting the personal space of peers and staff), Unsafe behavior, academic dishonesty and computer abuse. possession of drugs or alcohol on School property.

The Principal has the final decision on suspensions.

Expulsion

Students who have had multiple suspensions are candidates to be placed on a behavioral contract which may lead to expulsion. Also, students who pose a threat to themselves or to others may be expelled from Saint Augustine Catholic School. Students who have been expelled will not be allowed to return to the school the following year without prior permission from the Principal.

Emergency Preparedness Plan

Saint Augustine Catholic School follows the guidelines of the CDC, the Archdiocese of Washington and local jurisdiction during the COVID-19 pandemic.

Beginning in October, fire drills will be held monthly. During the fire drills, students should follow these regulations:

Children and teachers are to rise in silence when the alarm sounds.
Close the windows and doors.

Walk briskly to the assigned place in single file. Students will return to the building and classroom when the signal is given.

Crisis Plan

Saint Augustine Catholic School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. Saint Augustine Church
2. Off Campus – Anthony Bowen Branch YMCA located at 1325 W Street NW Washington DC 20009

Students are to walk to assigned place briskly, in single file at all times in silence. Then the students are to stand in a column of two's facing away from the building.

Tornado drills are held periodically. They will be held twice a year, beginning and end of the year. The procedures are to rise in silence when the alarm sounds and walk briskly to the assigned place in single file. The students will sit, face the wall, and put their hands over their heads.

Dress Code

All students must be in uniform every day. There will be out-of-uniform days (“Tag Days”) which will be announced during the course of the school year (a dress code for such days is included in this section). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Upon being informed by a teacher, students will be disciplined by the Dean of Discipline for being out of uniform. The uniform for Saint Augustine Catholic School is listed on the Flynn and O’Hara website.

The Uniform Company

Uniform components (pants, skirts, jumpers, blouses, shirts, sweaters, as well as P.E. uniforms) may be purchased through:

Flynn and O’Hara School Uniform
Phone 1-800-441-4122
School Code#: DC032
To order online visit: www.flynnohara.com

In addition, uniforms may be purchased in store at the Lanham Crossing Shopping Center 8807 Annapolis Road Lanham, MD 20706 or by phone at 240-764-4545.

Students who repeatedly violate the uniform policy will be denied participation in the next out-of-uniform day and/or will serve detention.

Uniform Guidelines

Dress shoes for boys and girls should be one solid color – black. No sandals, no open-back shoes, or any type of shoe which resembles a tennis shoe, no boots or hi-top shoes, no ballet slippers, and no shoes with a heel over $\frac{1}{2}$ an inch (measured from the back exterior of the shoe) are permitted. Shoes with laces must be tied at all times. No boots may be worn during the school day. Upon arrival of school, boots must be removed and proper school (dress) shoes must be put on to wear. School socks may be solid navy blue or white and must be crew length. Socks should include no logo or writing. Skirts should be no shorter than three inches above the knee.

All students – hair should be neat with bangs above the eyebrows. Boy's hair should be above and not touch the shirt collar and trimmed around the ears. Scrunches, hair clips, rubber bands, pony tail holders, etc. must be in the hair, **not worn on wrists. All hair adornments must be either BLUE OR WHITE (no other colors of hair adornments may be worn).** Failure to comply with this uniform guideline will result in a detention(Refer to Appendix), which may result in a suspension.

Extreme hair coloring and bleaching is not permitted. Only blue/white beads can be worn in hair and no scarves or bandanas should be worn in the hair.

***Note: Uniform** Pants with belt for girls may be worn November 30th thru March 31st.

Prohibited hairstyles include

BOYS

Locks
Mohawks/ Fades/Razor cuts/designs
Braids/Cornrows
Hair longer than 1/4 inch
High top fade

GIRLS

Wigs (unless for medical reasons. A doctor's note must be provided)
Unnatural hair color

ALL STUDENTS

No nail polish, cosmetics, colored lip gloss, colored Chap Stick, or artificial nails may be worn.

No visible undergarments, t-shirts, or tank tops.

No visible tattoos of any kind.

No Hologram contact lenses.

No wrist band of any kind

No body piercing except pierced ears. Girls may wear **one pair of earrings not larger than a dime and without hoops**. Boys may not wear earrings of any type. **Jewelry** should be limited to one watch, one ring and simple crosses or holy medals on a narrow silver or gold chain.

No undergarments should be seen through or below uniform.

Watches with a beeping device should be set to “mute” or “silenced” during the school day. Watches that beep will be taken away and may be claimed on the last day of the school year or if parents pick them up from the school.

During the months of January and February girls may wear plain navy blue sweatpants under their uniform during arrival, recess, and dismissal. However, pajama style pants may not be worn at any time.

The uniform should be clean and pressed with all buttons attached and hem intact. Shirttails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist. Belts must be worn at all times when a shirt is tucked in to pants with belt loops. Belts may be navy, brown, or black.

Physical Education Uniform

There is a special uniform for Physical Education classes, also to be purchased through Flynn and O’Hara, Inc. Physical Education Uniforms consist of:

- Navy micromesh nylon uniform shorts with school logo at least knee length (boys/girls). These are worn when the morning temperature is higher than 60 degrees.
- Navy gym Tee-shirt with school logo
- Navy heavyweight sweatpants with school logo
- Navy heavyweight sweatshirts with school logo

- T-Shirt with Saint Augustine Logo (available at Flynn and O'Hara)
- Crew Socks must be worn with sneakers. (All Black or All White).
- Black and/or White Athletics Shoes

Scout Uniforms

Students may wear the scout uniforms in school on meeting days.

Additional Uniform Guidelines

Students may not wear:

- jeans (no tight jeans/leggings)
- tennis shoes (no light up shoes)
- shorts shorter than three inches above the knee
- skirts shorter than three inches above the knee
- jogging suits with inappropriate writing
- nail polish
- jewelry
- hoop earrings
- large earrings
- crocs
- tank tops
- t-shirts with inappropriate writing
- tennis shoes that convert to roller skates
- biker shorts
- pajama pants
- make-up
- low cut, sheer, crop tops or spaghetti strap blouses/tops
- clothing that is extremely tight
- hats
- Colorful Socks i.e. not black, white or navy

Good Rule: If you are not sure whether you should wear it, then don't.

General Operations

Home School Association (HSA)

Saint Augustine Catholic School Home School Association works to support and enhance the educational ministry of the school. Enhancing school activities, parent education, and building community are goals of this organization. There is a membership fee of \$25.00 per family for the Home School Association that has been included in your child's registration fee.

Officer elections, terms, time of meetings and/or frequency of meetings are determined annually at the start of each school year. **All parents are encouraged to volunteer five hours per year and the HSA Volunteer Coordinator will manage.**

Home School Communication

The School uses multiple modes of communication with parents:

- (1) The Halo Report is a weekly parent newsletter. In order to ensure that all communication from school reaches home in a timely manner, students in Pre-Kindergarten through Eighth will receive communications in the Halo Report which is distributed weekly via email and/or hard copy;
- (2) Official school-wide emergency communications are sent using the School Messenger Weekly phone system; and
- (3) Rediker Software (Administrator's Plus) is an integrated, centralized, secure cloud-hosted solution that serves Saint Augustine Catholic School. Parents can see their child's attendance, grades and assignments in real time. The system offers web-based delivery, mobile accessibility and the dedication to support communication between the school and parents/guardians.

Volunteer Training Guidelines

The Parent Volunteer(s) will work closely with the Administration, teachers, staff, and Home School Association Members. All volunteers are required to be VIRTUS trained and obtain a background check.

Please follow the steps below:

1. Please visit VIRTUS Online <https://www.virtusonline.org>
2. Click on the left first time registrant
3. Select your organization
Washington DC, Archdiocese
4. You will be asked to create a USER ID and Password
5. When asked for affiliation select
Saint Augustine Catholic School
6. Select volunteer when prompted
7. Choose a location and date for your VIRTUS training class(any location, any date)

8. Upon conclusion of your class, please bring the certificate of completion to the Church Office for the directions for the final steps for VIRTUS trained status. (1419 V Street NW Washington, DC / 202-265-1470)

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office.

Visitors and/or volunteers are to sign out at the time of departure. When signing the visitor book, you must include your name, cell number where you can be reached, make and model of your vehicle and tag number in case you must move your vehicle.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop-in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

(All volunteers, chaperones and classroom helpers must be VIRTUS trained)

Returning alumni are welcome to come back to Saint Augustine Catholic School. If a parent is coming to visit a specific teacher, please call the Office to make an appointment with the teacher. If a parent wishes to volunteer his or her services on a given day, please be mindful of appropriate dress and behavior. Parents must notify the office of their desire to volunteer. All volunteers must meet the Archdiocese of Washington's guidelines regarding VIRTUS training. See School Dress Guidelines on Page 37.

Gifts

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Students are invited to come to the Principal's Office for a birthday treat. Valentine cards are acceptable only if distributed to every student in the class.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the class.

Cell Phones

Saint Augustine Catholic School is not responsible for any lost or stolen cell phones or any other electronic devices.

No tolerance policy. Students may not carry/use/cellular devices at any time.

All electronic devices must be turned off and turned in to the homeroom teacher upon arrival to be retrieved at the end of the school day.

No cell phones may be used during before care or after care.

First Offence - A Student, violates this rule the cell phone will be confiscated only return to a Parent/ Guardian and the Student will be given Wednesday Detention.

Second Offence - A Student who violates this rule a second time will be given Saturday School and will have mandatory meeting with the Dean of Discipline and Principal.

Third Offence – The Student will be given a 1 day suspension and will have mandatory meeting with the Dean of Discipline and Principal and the sell phone will be confiscated for the rest of the school year.

Lockers

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Students in Grades Six – Eight should purchase a **combination** lock to use to protect their personal items. The school reserves the right to open student lockers at any time.

Students may enter their locker during designated times.

Students should only place academic materials, such as, but not limited to, books, notebooks, and writing utensils. Nonacademic materials such as mirrors

and stickers are not allowed. Students are not permitted to hang items or write in lockers.

Lost and Found

Saint Augustine Catholic School is not responsible for any clothes, shoes or any other personal items that are lost by the student. Any items found in the school building or on the school grounds should be placed in the lost and found. **All personal items should be labeled including inside uniform clothing.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Lunch Program

Saint Augustine Catholic School offers a hot lunch program daily. Prayers are said before and after each meal. Meals are prepared in the school kitchen. Students/Parents can sign up for a 10 month lunch plan when enrolling at Saint Augustine or may purchase lunch through the school office on a daily basis at a cost of \$5 per day. Monthly menus will be provided to enable parents/student to purchase lunches in advance.

Students must to bring their lunch each day. Students should not bring glass bottles, soda, candy or any nut products. Students are expected to use the same manners required in the classroom during lunch. Courtesy towards other students and cooperation with lunch monitors is expected at all times. Teachers on lunch duty are in charge at all times. Students can lose recess and/or have silent lunch as a consequence of poor behavior.

Office Records

It is mandatory that Parents/Guardians notify the School Office in writing of any change of name, address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date. Periodically throughout the school year requests will be sent home to Parents/Guardians to update contact information.

Verification of enrollment forms must be completed by Ms. Teran at 1419 V Street NW Washington DC 20009 lteran@saintaugustine-dc.org, 202-265-1470.

School transcripts will only be issued to other educational institutions.

Parties

The Office AND Homeroom teacher must be notified and approve all party requests. Room parents may assist the classroom teacher as requested. Room parents must be VIRTUS trained prior to volunteering or assisting in the classroom. Birthday treats may be brought to school for students take place during lunch. We request that birthday treats be already prepared into individual servings if possible.

Promotion Policy and Retention Policy

Advancement to the next grade in Saint Augustine Catholic School is based on a student's daily performance, test results, attendance, recommendations of teachers, and the student's ability to complete work successfully on a more advanced grade level. Promotion to the next grade depends on successful completion of all subject areas. The Administration will recommend the repetition of a grade, tutoring, or summer school as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students will not be promoted to the next grade if performance series, test results, conduct and attendance are not in compliance. A student retained in their grade will continue at Saint Augustine at the discretion of the Principal. Students are expected to attend Summer School, and must provide proof of attendance, which will be reviewed by the Principal.

School Property

The parent of a child who carelessly or maliciously destroys or damages any furniture, equipment, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

If a student is caught destroying and/or vandalizing school property they will be suspended.

Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or have to replace

damaged or lost text books before any final reports, transcripts, or diplomas are presented.

Transportation

The Kids Ride Free Metro Smart Trip Cards are issued at 1419 V Street NW by Ms. Bea Judon. Please know the transportation route your child takes to and from school.

School Safety

Saint Augustine Catholic School provides a safe environment for all individuals. NO student is to open the doors for ANYONE.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously, in jest, or electronically**) risk suspension, and/or expulsion.

Student Records and Transfers

Saint Augustine Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail. No records will be given to parents to transport to the new school.

Parents requesting records/transcripts/recommendations must make the request to the School Office ten days in advance. All forms should be submitted to the Saint Augustine Catholic School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents. ***No records will be released to transferring schools of students who have outstanding financial commitments to the school.**

Telephone

During the school day, parents must call the School Office to verify that their child is in school. At no time should parents call students on cell phones during Before Care, school hours, or Aftercare. Permission to use the telephone must be obtained from the school office. The office phone is a business phone and students are permitted to use it **only** in case of an emergency. Forgotten homework, athletic equipment, etc. does not constitute emergencies.

There will be no arrangements for after-school visits with friends during school time/Aftercare. Students will not be allowed to place phone calls to say they arrived to school, but parents may call the office to check on the arrival of their child.

Title IX

Saint Augustine Catholic School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Principal’s Office

No one is to walk into the Principal’s office without an appointment, or speaking with the school administration upon arrival. (Preferably the Secretary)

Weather Emergencies

In the event of inclement weather and there is a need to close the school an announcement will be made over WTOP and a message will be sent to the home phone, cell phone, and e-mail account listed on a student’s file via the School AP system. Please make sure that your child’s emergency contact information is up to date so that you will receive these important updates.

Saint Augustine Catholic School follows the District of Columbia Public School System emergency closing schedule and delays for inclement weather only.

Archdiocesan Catholic School Counseling Services

In the event of an emergency or crisis, the Archdiocese of Washington may send a team of school counseling professionals to Saint Augustine Catholic School. One-time, initial counseling services may be rendered to students by school or archdiocesan counseling staff in the event of a crisis or emergency. Parents wanting to receive additional counseling sessions for their student will fill out a form to receive these services.

****Right to Amend****

Saint Augustine Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the *HALO* Report or through electronic communication.

APPENDIX

Financial Obligations

Mandatory Fees for SY2020-2021 for Pre-Kindergarten thru Eighth Grade:

Tuition Rate per child.....	\$6,250.00
Books/Technology – (Non Refundable Fee).....	\$300.00
Activity Fee (2 activities per year) (Non Refundable Fee)...	\$300.00
Kindergarten Graduation Fee – (Non Refundable Fee).....	\$100.00
High School Placement Test – (Non Refundable Fee).....	\$45.00
Eighth Grade Graduation – (Non Refundable Fee).....	\$250.00
Eighth Grade Graduation Trip – (Non Refundable Fee)...	\$330.00

Optional Service Request Fee for Pre-Kindergarten thru Eighth Grade:

After Care from 3:45 – 6:00PM*.....	\$1,875.00
*Flat fee of \$30.00 will be charged per child picked up after 6:00PM. Charges are due and payable when child is picked up or will be added to child's Facts account payment for that month.	
Hot Lunches.....	\$850.00

Tuition Payment Options:

- a) Full Payment: Full payment less a discount of 5% if paid by July 10, 2020. "Full payment" is the annual tuition minus tuition assistance provided by the Archdiocese, the parish or other foundations.
- b) 8 Month Installment Plan: Payments begin on September 15, 2020 and end April 16, 2021 (8 months) ONLY if enrolled after August 1, 2020.
- c) 10 Month Installment Plan: Monthly payments begin August 17, 2020 and end June 11, 2021.
- d) 20 Bi-Weekly Installment Plan: Payments due on the 15th and 30th of each month beginning July 14, 2020 and ending April 30, 2021. 2. I/We will abide by the Tuition Policy of the Archdiocese of Washington.

***Parents who pay tuition in advance and in full prior to July 6, 2020 will receive a 5% discount (\$300.00) off the cost of tuition.**

Financial Tuition Assistance For SY2020-21

SY2020-21 application enrollment for Archdiocesan Tuition Assistance Program (TADS) for returning parents opens Monday, October 1, 2020 and closes on Friday December 6, 2021. For New parents TADS opens on Monday, October 2, 2020 and closes on Monday February 2, 2021. Please visit www.mytads.com and click on Financial Aid to apply.

Registration / Re-Registration

- The \$375.00 Registration Fee for new students must be submitted with the application. (\$375.00 includes \$25.00 HSA Fee see page 41)
- Returning students must reserve their spot by paying the re-registration fee. The registration fee schedule is as follows:
 - 1 child - \$375.00
 - 2 children - \$475.00
 - 3 or more children - \$575.00

Returning parents who re-register during the Early Bird registration period will receive a \$100.00 discount off the total cost of re-registration. Early Bird dates may change depending on the year but will be published in the school's Halo Report. Other means of publishing these date may include flyers, phone calls and letters to parents. Returning families must take advantage of the Early Bird special by the published deadline date each year.

- All Registration Fees are **NON-REFUNDABLE.***
*All new applicants who do not pass the entrance exam will be refunded \$200.00 of the paid registration fee.
- A \$35.00 fee will be applied for each returned check made payable to Saint Augustine Catholic School.
- In order to best serve you and ensure accurate tracking of payments, all payments must be made through FACTS.
- Registered and active Parishioners receive a \$500.00 rebate.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE TUITION MANAGER, MS. Lynn Teran, at 202-265-1470 ext. 11.

Policies Requiring Special Acknowledgement by Parents:
Technology and Internet Usage

Student Responsibilities When using any Technology Equipment, All Students:

Shall use all Technology Equipment, including, but not limited to computers, networking systems, Internet, mobile devices, tablets, hosted or cloud-based environments, communication devices, cell phones, email, social networking sites, calculators, DVD players, and cameras (Technology Equipment) with care and respect, whether at school, at home, or elsewhere.

Shall not type, send or otherwise use any inappropriate or offensive words, or display, send, or otherwise use inappropriate or offensive images, sounds or messages from or on Technology Equipment. This includes, but is not limited to, creating, publishing, displaying or in any way disseminating any information or files that are abusive, obscene, sexually oriented, threatening, harassing or damaging to another's reputation.

Shall not violate any local, state or federal laws.

Shall not engage in cyber-bullying behavior.

Shall not use the device to capture photos, video, audio or other media involving other students, faculty or staff without explicit permission from the subjects of the media.

Shall never use the technology in bathrooms or locker rooms.

Shall not impersonate others or hack or otherwise seek unauthorized access to any restricted information or account.

Shall immediately report to a teacher or supervising staff member any inappropriate material or misuse of Technology Equipment of which the student becomes aware.

Shall not engage in any behavior otherwise prohibited by school disciplinary standards.

Schools may supply students with Technology Equipment owned or leased by the school for instructional use. Schools may also permit students to use their own Technology Equipment during class as directed by their teachers as part of a "BYOD" (Bring Your Own Device) initiative. When using Technology Equipment supplied by the School, or Technology Equipment permitted under a BYOD initiative, all students:

Shall not reconfigure any school hardware, software, or network settings.

When on school grounds, shall access only school-supplied Wi-Fi or other networks provided by the school. Under no circumstances may students use Technology Equipment to access the Internet through 3G or 4G connections or any other means not specifically provided by the school.

Shall not attempt to bypass or otherwise evade any content filters or security measures in place on the Technology Equipment.

Shall not intentionally receive or send any viruses, worms, Trojan Horses, or any other kind of malware.

Shall not install, download, upload, or otherwise transfer any software, files, or other data onto Technology Equipment supplied by the school without first obtaining the teacher's permission.

Shall not use any school Technology Equipment to create, store, transfer or use software or electronic content in a manner which violates the rights of the holder of copyright in the software or the content; and shall not plagiarize works found on the Internet or elsewhere.

Shall only use the Internet for school-related projects and shall visit only the sites assigned by the teacher.

Shall not take photographs or record audio or video unless as directed by the teacher for instructional purposes.

Shall be solely responsible for the physical security and care of their Technology Equipment. The school does not assume responsibility for damages, lost or stolen devices.

Shall ensure that their Technology Equipment is fully charged at the beginning of the school day.

Shall promptly comply with a teacher's request to shut down, close, put away, or hand over any Technology Equipment.

Shall not play any games on Technology Equipment except as directed by the student's teacher for instructional use.

Shall not give out, post, or otherwise distribute personal information such as social security numbers, birthdays, credit card or bank account information, photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.

All students understand and acknowledge:

Student use of personal cell phones, tablets, laptops, and any other portable electronic devices during school hours is strictly prohibited.

Schools may require that Technology Equipment used in a BYOD program must meet certain compatibility requirements, use certain security measures, and include certain hardware, software, or applications, which may include applications that grant the school control over the content on the Technology Equipment.

Use of equipment is a privilege, not a right. As such, any violation of this policy may result in permanent revocation of their technology privileges and other disciplinary action may be taken in the sole discretion of the principal.

Use of all Technology Equipment may be monitored. There is no expectation of privacy for any information stored on any Technology Equipment used on school grounds, including any information or files stored in students' personal accounts (such as social media or file sharing accounts) that are accessible via such Technology Equipment. The school reserves the right to access a student's computer files or any other Technology Equipment when required for the maintenance of the school's Technology Equipment, in emergencies, in the course of investigation of possible wrongdoing or a disciplinary infraction, or at the discretion of the principal. If a student refuses to grant the school full access to his or her Technology Equipment for such a purpose – for instance, by withholding a password – the school may treat that refusal as an admission of wrongdoing.

-THIS PAGE IS BLANK-

Parent/Guardian Acknowledgement of Internet and Equipment Usage

Parent/guardian shall be responsible for reading and reviewing the terms listed above with their child.

Parent/guardian shall be responsible for any damages, claims and expenses resulting from their child’s use of the school’s Technology Equipment.

Parent/guardian shall be responsible for damages, claims (including theft) and expenses of all personally owned Technology Equipment used in any BYOD program.

Parent/guardian acknowledges that any failure to honor the terms of this agreement may result in disciplinary action determined at the discretion of the Principal, any or all of the student’s technology privileges being revoked, and/or the reporting of such infraction to appropriate authorities.

Parent/guardian acknowledges that violation of any provision of this policy may result in confiscation of the equipment until retrieved by such parent/guardian.

Parent/Guardian acknowledges that they have read and reviewed the terms of acceptable technology use with the student listed below, and both parent and student understand and agree to abide by those terms.

Print Student Name_____

Print Student Name_____

Print Student Name_____

Parent signature

Date

Parent signature

Date

SIGNED FORM DUE TO HOMEROOM TEACHER by
Friday, September 30, 2020.

-THIS PAGE IS BLANK-

Parent Signature Page

I have read the 2019-2020 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____
(Print Please)

Parent signature

Date

Parent signature

Date

Student signature

Date

Parents and students must both sign.

SIGNED FORM DUE TO HOMEROOM TEACHER by
Friday, September 30, 2020.

-THIS PAGE IS BLANK-

PARENT/GUARDIAN COMMUNITY SERVICE AGREEMENT

FAMILY NAME: _____ (please
print)

Child(ren) _____	Grade _____
_____	_____
_____	_____
_____	_____

I/We have read and agree to be governed by this handbook. I/We have also reviewed the sections with my child(ren). I understand that the adherence to the School policies is a condition for continued enrollment for my child(ren). I understand that the school retains the right to amend the handbook for just cause and that parents will be given prompt notification if changes are made.

\$25 HSA dues per family is collected with your child(ren) registration fee.

Saint Augustine Catholic School is funded primarily by tuition and fees; parish contributions; and established benefactors. In addition, the School has a fundraiser, Bill Murray, who pursues grants from foundations and other donations. Occasionally, organizations within the school may have additional fundraisers that have to be arranged and approved by the Principal or Vice Principal.

Parent Signature _____ **Date**

*** Saint Augustine Catholic School reserves the right to amend this handbook as necessary ***

SIGNED FORM DUE TO HOMEROOM TEACHER by Friday, September 30, 2020.

St. Augustine *out of Uniform Detention Referral Form*
 **Saint Augustine Catholic School**

Student's name: _____ Grade _____

Uniform Violation (please check one):

- | | |
|----------------------------------|---------------------------------------|
| <input type="checkbox"/> Hair | <input type="checkbox"/> Missing Tie |
| <input type="checkbox"/> Shirt | <input type="checkbox"/> Missing Belt |
| <input type="checkbox"/> Earring | <input type="checkbox"/> Jewelry |
| <input type="checkbox"/> Shoes | <input type="checkbox"/> Socks |
| | <input type="checkbox"/> Pants |

Other(s):

Proactive measures utilized prior to Administrative Referral (at least three):

Action:

- | | |
|---|-------------|
| <input type="checkbox"/> Student Warning | Date: _____ |
| <input type="checkbox"/> Parent Phone Call/E-mail | Date: _____ |
| <input type="checkbox"/> Other _____ | Date: _____ |
| <input type="checkbox"/> Other _____ | Date: _____ |

Please list relevant details (please be specific):

Date of Offense

Date of Assigned Detention

Student Signature

Date

Teacher Signature

Date

Principal Signature

Date

2020/2021

Please feel free to attach additional comments/documentation to this form.

-THIS PAGE IS BLANK-



SCHOOL HANDBOOK ACKNOWLEDGMENT

ARCHDIOCESE OF WASHINGTON – Catholic Schools

Saint Augustine Catholic School

School Year:

2020-2021 YEARS

Student & Parent/Guardian Information

Student's Name: _____ Grade: _____
Last First

Optional: Use the lines below to include other children instead of filling out a separate form

_____	_____
<i>Print Student's Name and Grade Level</i>	<i>Print Student's Name and Grade Level</i>
_____	_____
<i>Print Student's Name and Grade Level</i>	<i>Print Student's Name and Grade Level</i>

Mother's Name: _____
Last First

Father's Name: _____
Last First

Parent/Guardian Acknowledgment*

I/We, the undersigned parent(s), acknowledge that I/We have received the Parent and Student Handbook for Saint Augustine Catholic School.

I/We have read and reviewed the Parent and Student Handbook with my/our child(ren).

I/We accept and understand the policies and procedures of the school, and I/We accept and understand that failure to adhere to these policies and procedures is sufficient reason for dismissal or non-renewal of re-registration of the child(ren) at the school.

I/We understand that if I/we have a question, concern, or issue pertaining to the policies and procedures of the school, then I/we will adhere to the following line of communication:

Student/Parent Teacher Principal Pastor/Canonical Leader Catholic Schools Office Superintendent

I/We understand and acknowledge the Roman Catholic religious nature of the school. I/We will not publicly repudiate the teachings and traditions of the Roman Catholic Church, and I/we will respect and support the unique identity that the school derives from its Catholic faith. As the primary educator(s) of the applicant, I/We will not act in ways that contradict the Catholic nature of the school. I/we shall cooperate fully with the school and the applicant shall participate in all required school programming, including instruction in the Catholic faith and attendance at Mass. As the primary educator(s) of the applicant, we agree to act in ways that promote the best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Saint Augustine Catholic School.

Name(s) of Parent(s)/Guardian(s): _____
Mother Father

Signature(s): _____

Saint Augustine Catholic School COVID-19 Pandemic 2020-2021 Handbook Addendum

These uncertain times have changed how businesses, churches, and schools function, leaving communities and organizations to shift how they operate in the pandemic's new reality. We strive to ensure quality and safe, educational opportunities at Saint Augustine Catholic School. Our Pastor, Principal, and Staff have created this supplement to our handbook to provide some guidance.

As a school community, we are committed to following all the guidance given by The Archdiocese of Washington, the District of Columbia Department of Health, the Centers for Disease Control, and the American Academy of Pediatrics.

What Will Returning to School Look Like for Students and Staff?

At a Glance

The following protocols are designed to give the broader Saint Augustine community an overview of the protocols to ensure the safety of all children, staff, teachers, and the overall population. There will be increased safety and health measures to help protect against the effects of the novel coronavirus.

Expectation

All of our Saint Augustine families are expected to be responsible and attentive to all school and community health guidelines. Educate yourself on the symptoms associated with COVID-19. If you have been exposed to or show any signs of illness, you will seek medical attention and not attempt to enter the school. Our continued intention is to hold the safety of our students, staff, and stakeholders in the highest regard.

Masks

All persons entering the building must wear masks. Teachers may take off their face coverings for specialized lessons, particularly those that require children to see their mouths, i. e. phonics or vocabulary building. To that end, all staff will be provided face shields to be worn over their faces.

Students are mandated by the Centers for Disease Control and the Archdiocese of Washington to wear face coverings unless they are eating lunch or during social distance recess. Student desks will be outfitted with a sneeze guard shield to help diminish the spreading of germs.

Students will be provided with replacement masks throughout the day as necessary.

Social Distancing

Students are expected to practice social distancing when they arrive on campus until dismissal and final departure from campus. Students will have limited exposure to other groups. There will be controlled and little movement of students to minimize the spread of contagions. Classroom desks are spaced six feet apart. As per the Centers for Disease Control guidelines, as cohorts move through the building (restroom break, recess, dismissal), groups will still adhere to social distancing practices. Specials (teachers) will come to each classroom at a dedicated time to provide instruction. That is: there will be no children changing; instead, teachers will change classes.

Arrival Procedures

All students will have their temperature taken in the morning at the entrance of the building. Parents must stay with their child(ren) until their temperature has been verified as safe to enter the school building. If students have a temperature at or above 100.4, they will be asked not to enter the building.

Parents are not allowed to enter the building unless they have a specific reason. Students will enter the building and be dismissed from three different locations to expedite and promote social distancing guidelines outlined by the Centers for Disease Control.

Entrance

Pre-Kindergarten 3, and Pre-Kindergarten 4, Grades Two and Three will enter the building through the main entrance.

Kindergarten, First, Fourth, and Fifth Grades will enter the building through the parking lot entrance furthest from V Street.

Middle School students in Grades Six, Seven, and Eight will enter the building through the parking lot entrance closest to V Street. Staff members will be placed in the hallway on each floor to ensure that students are moving directly to class. Children will receive constant reminders that they are to maintain six feet of social distance at all times.

Attendance

The school day is from 8:00 am – 3:10 pm. Despite the pandemic, students must arrive at school on time. Students who come late will still have their temperature taken. Upon arriving late, parents should take their child(ren) to the main entrance. Upon being buzzed in late, families must wait in the school vestibule area to have the child's temperature taken. Once the child's temperature is taken, the student may proceed to class. Having students come late is disruptive, and multiple occurrences will be subject to disciplinary consequences.

Limited Access to Visitors/Volunteers

Visitors and other stakeholders will have limited access to the building as we work to keep children and staff safe during the pandemic. Non-virtual guest speakers, assemblies, and field trips have been suspended until the pandemic lifts. Parents who visit will be allowed to do so by appointment only. Appointments are to be set up with the Administrative Assistant in the front office.

Any guests will have their temperature taken upon entering the building and before they enter the Main office. If parents pick up children early from school, they should call the school at least an hour in advance so the school/classroom teacher can prepare the child for dismissal.

Hand Sanitizing Stations

In addition to the daily cleaning of classrooms by the maintenance staff, Classrooms will maintain a hand sanitizing station. This station will have additional hand sanitizer, masks, cleaning solutions, and gloves. Families must send children to school wearing a mask; however, face coverings will be provided to students if needed. Sanitizing stations are also provided in classrooms so children can clean their personal belongings and desks. The sanitizing station allows teachers and students to maintain ownership over the safety and cleanliness of the classrooms. Furthermore, each hallway is outfitted with two additional motion sensor sanitizer dispensers. Classrooms will also be aired out and cleaned while empty during recess and breaks.

Academic Learning Models During Novel Coronavirus (COVID-19)

Saint Augustine parents have choices on how their child(ren) will learn during the pandemic. The school day starts at 8:00 am and ends with staggered dismissal starting at 3:10 pm – 3:25 pm.¹ Generally, on Friday instruction on Friday is 8:00 -12:30 pm. Instruction ends at 12:30 pm on Fridays to enable teachers to prepare lessons and professional development for staff. All staff will be at the school teaching Monday through Friday.

Saint Augustine has created the following learning models to accommodate families.

Pre Kindergarten 3 - Second Grade

These students are offered two options: in-person full time learning is complete classroom instruction in the building, Monday through Thursday. The second option is full time virtual instruction.

Third-Eighth Grades

Students are offered three choices: a Blended model full-time, virtual instruction full time or in school learning full time. In the Blended model, students are divided into one of two Cohorts. Cohort A meets for instruction on

¹ For individual class dismissal times please see your child's class schedule.

Mondays and Wednesdays. Cohort B meets for instruction on Tuesdays and Thursdays. Fridays are virtual instruction.

Expectations during virtual instruction:

- Students will wear their school uniforms and be groomed appropriately.
- Students are reminded when logging in, and at all times of teaching, that their face must be visible.
- Students will not utilize the chat room unless answering questions from their teacher.
- Student assignments are posted, and due dates will be enforced.
- Students will log in on time, be prepared for class, and actively participate.
- When entering class, the student's microphone should be muted and he or she should quietly begin the initial assignment.
- Students will have their attendance taken at the beginning and throughout the class.
- Students will treat all classmates and staff with respect.
- If there is proof of cyberbullying, students, if found guilty, will be required to complete Consequences Tiers 1-3.

Consequences Tiers

1. Verbal Warning
2. Completion of Refocus Form to include a 500-word essay.
3. Conference with the Principal Sister Emmanuella Ladipo, HHCJ, student, and parents.
4. Students must return to the building for instruction.

Grading

Following the guidance of The Archdiocese of Washington, letter grades will again be utilized this academic year. Students are encouraged to turn in work promptly. Please refer to the full handbook for detailed grading per cluster.

Restroom Procedures

Restroom procedures are significant to the safety and well-being of the school community. Restrooms will be cleaned throughout the day to minimize the opportunity for a viral spread. Bathrooms will also be disinfected and deep cleaned at the end of each school day to promote the cleanest environment. Teachers will create a schedule designating when their classes will have restroom breaks. This schedule will allow for cleaning before another group of students utilize the facilities. Teachers will reiterate to students the need to wash their hands each time they use the bathroom.

When to Wash Your Hands

The Centers for Disease Control guidelines state staff and students should wash hands:

- Before eating food
- After touching garbage
- Before or after treating a cut or wound
- After blowing your nose, coughing, or sneezing

In general, children should use hand sanitizer when soap is not available. Hand sanitizer will be available in all rooms. There are also motion sensor sanitizer stations at the end of each hallway in the building.

Common Areas

Saint Augustine is a Christ-centered school that thrives on human interaction and socialization. However, during the novel coronavirus pandemic, the goal is to limit student interaction and reduce joint area surfaces and equipment touching. Door handles will be retrofitted with a copper film that absorbs germs from hands to minimize the risk of spread.

Recess

Research shows that recess is an essential part of students' school day. It supports students emotionally, socially, and physically allowing students to burn off extra energy, recharge their proverbial batteries, and reset themselves for continuous academic instruction.

Students will receive more than one recess/break per day. Students are encouraged to wear their masks during recess if social distancing is not maintained. Cohorts will attend recess/breaks separately.

Students will generally have recess outside on the blacktop and playground on a rotational basis. In the event of rain, the Saint Augustine Room will be used. Cohorts will arrive/leave their designated areas at staggered times to ensure social distancing and avoid congestion. The classrooms will be aired while the students are at recess.

- Teachers will facilitate games with no physical contact.
- Physical contact sports and other physical contact activities are discouraged until further notice.
- Recess materials will be disinfected periodically throughout the day.
- Student temperatures will be taken as they re-enter the building.

Lunch

To minimize student movement within the building, children will eat lunch in their classrooms. Students who purchase lunch will have their box lunch delivered to the classroom at lunchtime. The students eating in their class will reduce the opportunity for the spread of germs or contagions. Students must use hand sanitizer or wash their hands before eating to minimize the spread of germs.

Bottled Water and Canteens

Saint Augustine has discontinued water fountains; there are water coolers in every classroom. We encourage children to bring their canteen, thermos, or bottled water to stay hydrated throughout the school day. Children will be allowed access to the water coolers with paper cups students may use throughout the school day.

It is the responsibility of the teacher to monitor and clean the classroom water dispenser.

Staggered Dismissal

A detailed dismissal list must be maintained and updated as needed.

After the final prayer, our staff will take their positions to monitor dismissal. Dismissal will begin at 3:10 pm to have students exit in a safe and orderly fashion.

Walkers 3:10 pm

The first group to be dismissed will be our walkers who get home on their own. Once our walkers have cleared the area, the following will occur with the use of school walkie-talkies:

Vehicle Pick Up 3:10 pm.

Staff members will monitor the parking lot. Parents who pick up their children by vehicle will be directed to the parking lot. As the parent enters the lot via 15th Street, they will display a placard with the student's name and grade for pick up. While using a walkie talkie, the staff member will announce who is to be picked up. The child is then escorted to the parking lot exit and vehicle.

Parent Pick Up 3:15 pm.

The Pre-Kindergarten Students will enter the Saint Augustine Room to await parent pick up. The students will be called for via our walkie-talkies.

Students in grades Kindergarten-Eight will be called from their classrooms to exit.

Awaiting Pick Up 3:30 pm

Any student not picked up by 3:30 pm will be brought to the Saint Augustine Room, where teachers will attempt to contact parents for pickup.

Health

If a child is not feeling well, they will be sent to the Health Room for our school nurse's evaluation. Upon evaluation, if the school nurse and administration deem it necessary for the student to be picked up, it is expected that it will occur as soon as possible.

To protect the entire Saint Augustine community's health and physical wellness, all students, teachers, and staff will have their temperature checked upon arrival.

If an adult has an elevated temperature, she/he will be evaluated by the school nurse and sent home and urged to follow recommendations from The Archdiocese of Washington and the District of Columbia Department of Health.

While supervising a sick student or staff member in the isolation room, staff must always wear:

- Surgical mask
- Eye protection (face shield or goggles)
- Coverall (e.g., long-sleeve button-down shirt)
- Gloves
- Note: While in the isolation room, students must also wear a non-medical (cloth) face or surgical mask.

Confirmed COVID-19 Case(s) Response Protocol:

The principal contacts the Catholic Schools Office immediately informing them that a child, teacher or staff person has tested positive for COVID 19.

2. The Catholic Schools Office immediately informs the DC Health Department whose rapid response team immediately assesses the circumstances and initiates contact tracing.
3. Upon completing their assessment, DC Health Department personnel make a determination regarding what level of exposure to the school population has taken place.
4. Then the Health Department determines what level of quarantine is required: (1) The individual who tested positive; (2) the entire class (grade) of the exposed child or teacher or (3) the entire school.
5. In cases in which it is determined that exposure to an infected child or teacher is limited to the individual's classroom then the parents of the class are immediately notified and instructed to quarantine at home. All parents and staff and the general school population are to be informed of this development.
6. In the case that it is determined that exposure to COVID is believed to be schoolwide then all parents will be notified immediately, and classes will be conducted off-campus virtually until further notice. **So far there have been no cases reported that have required an entire school shutdown.**

Note: As more guidance is developed this addendum will be updated. Please stay safe and vigilant.