

Integral Student Outcomes (ISOs)

In pursuit of our mission, the St. Augustine High School Community prepares young men to live in both the City of God and the City of Man and is intent upon developing students in mind, heart, and body. Its graduates are

CHRISTIAN GENTLEMEN who

know the life and teachings of Jesus Christ as reflected in the basic beliefs and morals of the Catholic Church.

experience various liturgical practices and other forms of prayer of the Catholic Church.

live and share the Augustinian Core Values of Community, Truth, and Love.

participate in Christian service and embrace its value.

exhibit understanding of peace and justice issues and are compassionate towards others.

INTELLECTUALLY COMPETENT YOUNG MEN who

are prepared through a liberal arts education to succeed in colleges and universities.

communicate clearly and effectively in the spoken and written word.

think critically and creatively.

experience and appreciate the visual and performing arts.

are life long learners.

YOUNG MEN PREPARED TO PARTICIPATE IN A CHANGING WORLD who

are prepared to adopt and meet future challenges through study of science, math, and use of technology.

realize their responsibility to contribute as members of their faith and civic communities.

employ interpersonal and collaborative leadership skills for serving the common good.

SECTION II FACULTY AND ORGANIZATIONS

Saints is especially proud of its fine staff of lay teachers and administrators. Their zeal in and out of the classroom, their fine preparation for teaching, and their many years of teaching experience add up to a most significant and lasting contribution.

FACULTY ASSIGNMENTS

President	Mr. Edwin J. Hearn
Principal	Mr. James W. Horne
Assistant Principal for Academics	Mr. Gregory M. Hecht
Assistant Principal for Student Services	Mr. John P. O'Beirne
Assistant Principal for Auxiliary Services	Mr. Michael Haupt
Director of Athletics	Mr. Matt Linville
Director of Admissions	Mr. Paul Sipper
Executive Director of Finance & Facilities	Mr. Kevin DeRieux
Accountant/Associate Director of Finance	Mr. Kevin Stenzel
Staff Accountant	Ms. Mariah Arguilez
Accommodations Coordinator	Mr. Carl Bronson
Administrative Assistant	Mrs. Karene Evenson
Administrative Support Assistant	Mrs. Beckie Garcia
Advancement Administrative Assistant	Mrs. Holly Ferrari
Alumni Liaison	Mr. Chris Cashman
Campus Minister	Ms. Nicole Quirk
Chaplain	Rev. Max Villeneuve, O.S.A.
Director of Counseling Services	Dr. Jerry Rey
Counselor	Ms. Briana Colorado
Counselor	Mr. Timothy Golden
Counselor	Mr. Carl Bronson
Director of Advancement	Mr. Chris Cashman
Director of Christian Service	Bother Bobby Baiocco, O.S.A.
Director of Community Relations	Ms. Casey Callery
Director of Library Media Services	Mr. Jason Alcoser
Director of Database Management	Mr. Todd Igelman
Director of Instructional Technology	Mr. Todd Igelman
Drama Director	Mr. Travis Blumer
Athletic Trainer/Health Services Coordinator	Ms. Samantha Villa
Augustinian Volunteer	Mr. Martin Palmasani
Halo Joe's Spirit Shop	Mrs. Holly Ferrari

Intersession Internship Coordinator	Mr. Christopher daLuz
Maintenance Supervisor	Mr. Mario Reyes
Maintenance	Mr. Joe Cortez
Mentor Teacher	Mrs. Kate Crachy
Online Book Liaison	Mr. Matthew Linville
Online Learning Coordinator	Mr. Christian daLuz
Registrar	Mrs. Jeannie Oliwa
Registrar Assistant	Mrs. Cathy Horne
Secretary for Student Services	Miss Estrella Bayer
Strength and Conditioning	Mr. Michael Sweat
Student Lockers	Miss Estrella Bayer

DEPARTMENT CHAIRS

Computer Science	Mr. Craig daLuz
English	Mr. John Lamerato
Mathematics	Mr. Michael Ozdowski
Physical Education	Mr. Matt Linville
Religion	Mrs. Kate Crachy
Science	Mrs. Katie Walp
Social Studies	Mr. Christian daLuz
Visual and Performing Arts	Ms. Michelle Drummy
World Languages	Mr. Brendan Johnston

STUDENT ORGANIZATIONS

Academic Decathlon	Mr. Mike Ozdowski
Art Club	Ms. Michelle Drummy
A.S.B. Moderator	Mr. Gary Osberg
12 th Grade Moderator	Mr. John Lamerato
11 th Grade Moderator	Mr. Thomas Cudal
10 th Grade Moderator	Mrs. Kate Crachy
9 th Grade Moderator	Mrs. Janene Palafox
9 th Grade Moderator	Mr. Eric Dent
Christian Service Hours	Brother Bobby Baiocco, O.S.A.
C.S.F	Mrs. Jeannie Oliwa
French Club	Ms. Marie-Line Allen
Band / Music Director	Ms. Cindy Au
Intramural Co-Directors	Mr. Jason Alcoser

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| 19. Inappropriate actions during test or final exams. | Board of Discipline |
| 20. Possession of pornography. | Referral |
| 21. Possession of any tobacco vaping or smoking product , on or near the school campus. | Referral |
| 22. Truancy/unexcused absence from school, individual class(es), Mass, or assemblies. | Referral |
| 23. Failure to report to the Student Services Office when directed. | Referral |
| 24. Failure to attend a detention. | Referral |
| 25. Lying or forgery. | Referral |
| 26. Defacing property. | Referral |
| 27. Sitting in or unauthorized use of cars during school hours. Cars may not be used as lockers and students may not loiter in the parking garage. | Referral |
| 28. Leaving campus during school hours without permission from the Assistant Principal for Student Services. | Referral |
| 29. Disrespect to the neighbors of the school or their property. | Referral |
| 30. Actions gravely detrimental to the moral or spiritual welfare of other students. | Referral |
| 31. Incurable or disruptive behavior which impedes the progress of the class. | Referral |
| 32. Pushing or shoving in anger. | Referral |
| 33. Use of the school elevators without permissions | Referral |
| 34. Violation of St. Augustine High School parking regulations. | Referral |
| 35. Three referrals. | 1 Day Suspension |
| 36. Fighting, assault, battery or threat of force or violence toward students and other persons on school grounds or at school related activities. | 2 Day Suspension |

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| 37. Hazing. | 2 Day Suspension |
| 38. Habitual truancy or tardiness. | Board of Discipline |
| 39. Malicious or willful destruction of real or personal property. | Board of Discipline |
| 40. Class pranks or individual student pranks directed toward the school students or school personnel (including internet postings on MySpace, Facebook, YouTube). | Board of Discipline |
| 41. Use, sale, distribution or possession of drugs, drug paraphernalia, narcotics or alcoholic beverages on campus or in connection with any St. Augustine High School activity *(<i>see Board of Discipline guidelines in this section</i>). | Board of Discipline |
| 42. Theft, extortion; arson or possession of fireworks. | Board of Discipline |
| 43. Possession of any weapon. | Board of Discipline |
| 44. Belligerent or defiant behavior toward the school, its authority or its personnel. | Board of Discipline |
| 45. Fighting, assault, battery or threat of force or violence toward school personnel. | Board of Discipline |
| 46. Habitual or repeated violation of school rules. | Board of Discipline |
| 47. Any major offense considered detrimental to the school administration, the good order and/or safety of the school and/or its members. | Referral/Board of Discipline |

**** A student's discipline record is cumulative throughout the entire school year.**

Any conduct unworthy of good citizenship and the orderly progression of the school is prohibited.

DETENTION

A student assigned a detention is required to remain after school under supervision for a period of 50 minutes in detention class. Each student placed in detention is assigned to a detention lesson which may be specifically designed to clarify and to rectify behavior that led to the detention, or be assigned to clean the campus.

Any faculty or staff member can assign a detention. The school official, usually a teacher, fills out

the detention slip, in duplicate, indicating the student's name, date, reason for detention and signs the slip. The duplicate is given to the student and the original is forwarded to the Student Services Office on the same day no later than 2:20 p.m. or twenty minutes after the end of school on days of early dismissal.

Detention meets daily, Monday through Thursday, after school from 2:10 p.m. until 3:00 p.m. Students are expected to attend detention on the day following their assignment to it by a school official. (A student may serve the detention on the day it is given.) A list of the names of the students assigned detention is posted daily in the Student Services Office.

An assignment to detention takes priority over any other after school activity. This means that a student assigned to a detention, but participating in athletics, band, drama, student government, or any other student activity that requires his presence after school, must first attend detention before attending the other after school activity. Students who are involved in school-sponsored tutoring can postpone their detention one day with a note from the teacher.

Note: if a student has a doctor or a dentist appointment scheduled the same day as his detention, the student may postpone his detention by first speaking with the Student Services Secretary and also bringing a signed note from the doctor's office the following morning.

The reason for the "next day" policy is to allow the student to inform his parents of his detention, and to allow the student to arrange transportation home. It is to be stressed that the student is responsible to notify his parents.

Upon reporting to the room for detention, the student is expected to bring a pen, a pencil and at least three sheets of paper. The detention lesson normally will involve a rote writing assignment, but it may take one of the following forms:

1. Students may be required to answer questions and write an original essay specifically designed to clarify and rectify the behavior that led to the detention.
2. Students may be required to copy various passages from the student handbook for the purpose of educating the student about the policies of the school.
3. Students may be required to clean up litter on or about school grounds.
4. Students may be required to clean walls, lockers, desks, lunch benches or lunch tables or graffiti.
5. Students may be required to perform a combination of any of the above.

Failure to attend detention is punishable by a referral. If a student then misses the referral assigned

detentions, the student will be suspended one day and expected to serve the assigned accumulated detentions. Further truancy from detention will result in a Board of Discipline Hearing. Students who are absent from school and are unable to serve their detention have one school day to "make up" the missed detention upon return to school.

REPEAL OF DETENTION is between the student and teacher. To be effective, the student must bring a note, from the teacher, repealing the detention to the Student Services Office by 12:30 p.m. the day following issuance of the detention.

ORDER OF CONSEQUENCES

1st Referral:	3 detentions or referral infraction	a letter and/or phone call to parents
2nd Referral:	3 detentions or referral infraction	a letter and conference with parents
3rd Referral:	3 detentions or referral infraction	1 day suspension and conference with parents
4th Referral:	3 detentions or referral infraction	Board of Discipline Hearing

* For every three detentions given for specific infractions, the student will be given a referral.

REFERRAL OFFENSES

Some offenses by their very nature are quite serious and require an immediate referral to the Assistant Principal for Student Services. Other offenses may be habitual or show lack of self control. In such cases, the Assistant Principal for Student Services will meet with the student, assign three detentions to the student and send a letter to the student's parents or guardians for the first referral offense. For the second referral offense, the Assistant Principal for Student Services will meet with the student and his parents. In some cases, the Assistant Principal for Student Services will refer a student to the counseling office. For every three detentions, a referral will be made to the Assistant Principal for Student Services.

SUSPENSION

Suspension means that the student is to remain away from school classes and all school activities for a definite period of time. Suspension may be imposed by the Principal or Assistant Principal for Student Services.

SUSPENSION GUIDELINES

1. Students shall be given oral or written notice of the charges and a fair opportunity to represent their side. Appeal may be made as described below.
2. The gravity of the action requires notice to be given parents, usually by phone, followed by a parent conference with written notice of infraction, school response, length of penalty, and other conditions, if any.
3. A student shall be placed on probation for two weeks for each day of the suspension to begin immediately with the day of suspension. Probation includes the student's loss of the opportunity to participate in any and all extra-curricular activities to include dances, club activities, athletic events including practice for sports teams either as a participant or a spectator, the school band and student government.
4. At the conclusion of **each year**, the Board of Discipline will consider the continuance of any student who has been suspended.

EXPULSION

Expulsion, the permanent termination of a student's enrollment, is the most serious penalty which the school can give and is therefore given only as a last resort for a clear and serious cause.

Ordinarily, a student will be expelled only after the following steps have been taken by the school:

1. Conference(s) with parents, student and appropriate school personnel.
2. Suspension(s).
3. Conference with parent, student and full Board of Discipline.

DISCIPLINE REVIEW

The Discipline Board of Review will evaluate major infractions as outlined in the Student Handbook. The Board will decide if further consequences are appropriate and if the offense warrants a Board of Discipline. The Board of Review will consist of the Assistant Principal for Student Services, one other Administrator and a Faculty member.

BOARD OF DISCIPLINE

The Board of Discipline exists to consider more serious disciplinary cases. In cases involving the possibility of expulsion, the Board makes its recommendations to the Principal who makes the final decision. The Board of Discipline consists of the Principal, the Assistant Principal for Student Services, and two faculty members appointed by the Principal. The decision of the Board of Discipline is confidential.

A student appearing before the Board of Discipline may request a teacher/administrator and/or the A.S.B. Vice-President to attend the meeting to act as an observer and advisor on behalf of the student. The teacher/administrator and the A.S.B. Vice-President may participate in the discussion but do not have a vote on the Board of Discipline nor participate in the deliberation. The students Homeroom teacher will be asked to share information on his standing in the school community.

***Board of Discipline Hearings with Regard to Infraction #41**

The Board of Discipline convenes, under the guidelines of the Student Handbook, to hear the circumstances of the case and recommends the proper consequence to the Principal. Based on the specifics of the case, the consequences may include but are not limited to the following:

- a) Further days of suspension
- b) No additional days of suspension
- c) A requirement to enroll and participate in an approved, professional counseling program
- d) Required drug testing
- e) A probationary period
- f) Expulsion

The student and his parents are given the decision of the Board of Discipline. In consequences other than expulsion, it becomes the choice of the parents to accept the conditions of the Board of Discipline or withdraw their son.

APPEALS

A student who wishes to appeal a suspension by the Assistant Principal for Student Services may do so in writing to the Principal within five school days of the decision. The written appeal should be directed to the Principal and should state the reasons for the appeal.

A student appealing the decision of the Review Board or the Board of Discipline may do so in writing to the Principal within two weeks. The Principal may establish an Appeals Advisory Committee to consider the matter. This Committee validates due process in the specific case and does not rehear the evidence. The Appeals Committee will consist of the Assistant Principal for Athletics as chairperson, the ASB Moderator, the class moderators and the student president of the appellant's class as a non-voting member (a member of the Board of Discipline will serve as a non-voting member of the Appeals Committee for informational purposes). The Appeals Advisory Committee will recommend one of the following steps to the Principal:

- a. to uphold the previous decision of the Board of Discipline;
- b. to request that the Principal reconvene the Board of Discipline to review due process in the case.

- c. to request that the Principal diminish the penalty of the Board of Discipline. Final decision of all appeals rests with the Principal.

RECOMMENDED TRANSFER

A recommended transfer is a determination by the school administrators that continued attendance either will not benefit the student or will make demands which the school cannot meet. It terminates enrollment but does not leave the stigma of expulsion.

PROCEDURE FOR RECOMMENDED TRANSFER

When determining that a student will not benefit from continued attendance or that the student's continued attendance will make demands which the school cannot meet:

1. The Principal or the Assistant Principal for Student Services will hold a conference with the parents or guardians to advise them of all of the problems that could lead to a recommended transfer and to discuss with them possible remedial action and/or educational alternatives.
2. If the problem persists, the Principal or Assistant Principal for Student Services shall confer with the parents or guardians in order to inform them of the pertinent details. The Board of Discipline will review remediation efforts and a recommendation will either be made for a transfer or for a continuation of remedial efforts.
2. After review by the Board of Discipline, the Principal will inform the parent or guardian of its recommendation and his decision.
4. The Principal shall make an effort to assist the parents or guardian in finding other schools or agencies with appropriate facilities for the student.
5. If the parent or guardian fails without cause to attend any required conference, such conference shall be deemed waived by the parents or guardians. The Principal shall notify the parents or guardians of his decision by letter.

WITHDRAWAL ON GROUNDS OF PARENTAL BEHAVIOR

Withdrawal on grounds of parental behavior occurs when parents overtly and persistently refuse to cooperate with the school staff, policies, regulations or programs, or they may so seriously interfere in matters of school administration or discipline as to reduce significantly the school's ability to serve their own or other children. The Principal may recommend transfer in accordance with the terms and procedures outlined above.

END OF THE SCHOOL YEAR STUDENT REVIEW PROCESS

1. The Board of Discipline will convene a meeting to hear comments from faculty members regarding students:

- a. who have been suspended anytime during the current school year
- b. who have appeared before a Board of Discipline and are still currently enrolled
- c. who have received two or more unsatisfactories (U's) in behavior for two consecutive quarters in the school year.
- d. any student with excessive discipline violations

2. After the faculty meeting, the Board of Discipline will convene in closed session to decide on the status of the specific student in question for the next school year or grading period. One of three decisions will be made at this meeting:

- a. the student may return for the next school year but under probationary conditions established by the Board of Discipline
- b. recommendation for termination
- c. no action taken

3. Notification of the Board's decision, if action is taken, will be made in writing to the student and parents.

RECONCILIATION WITHIN THE DISCIPLINARY SYSTEM

It is an important part of the learning process for students to take the responsibility for their own behavior. Also of equal importance is to provide an opportunity to recover from mistakes with courage and dignity.

As Christians, reconciliation of previous indiscretions plays an important role in our total faith experience. Therefore, the following guidelines apply to those students interested in reconciling their disciplinary record.

For every 25 consecutive school days that a student is free from detentions or referrals, the student will have the consequences of three detentions mitigated.

ATTENDANCE

Regular attendance is considered an absolute prerequisite for a successful learning experience. **A student who is absent from school should have one of his parents call 764-5513 voice mail box before 8:30 a.m. or the school office 282-2184 after 9:00 a.m.** to inform the school of the

reason and length of the absence. In addition, the student should bring a note explaining the absence to the secretary in the Student Services Office **before 7:30 a.m. when they return to school**. The note must be signed by the student's parent. Excused absences must be cleared and approved by the Student Services Office.

If a student is absent twelve (12) class periods in any course, he may be denied credit in that class for the semester. An Attendance Review Board may hear the specifics of each attendance case in which a student exceeds eleven absences in any course.

If a student is absent from school he is not allowed to participate or attend a school function on that day.

REQUEST FOR EXCUSED ABSENCE

Students seeking permission in advance to be excused from school or specific course periods must obtain prior approval using the **Absentee Permission Form** and a note from the parent. Missing a class is considered an absence, whether excused or unexcused. It is the responsibility of the student to complete this form. Assignments must be turned in on the day of the student's return to class (or at the discretion of the teacher) in order to receive credit. Failure to complete assignments will directly influence grades. The student must have approval from the Administration first and then all of his teachers in order for the absence to be excused. The completed form must be turned into the Student Services Secretary **BEFORE** the requested absence. A copy will be retained by the student for homework reference.

ATTENDANCE REVIEW BOARD

The Attendance Review Board is organized to hear the specifics of each attendance case in which a student exceeds eleven absences in any course. The Attendance Review Board is comprised of the Assistant Principal for Student Services, the Assistant Principal for Academics, the Class Moderator of the student's current grade, and a faculty member-at-large. The student and his parents or guardians will have the opportunity to explain the circumstances that have led to excessive absences at a hearing. After the hearing, the Attendance Review Board will make the decision to either deny credit or continue enrollment. Students denied credit must make up the course during summer school.

TRUANCY/UNEXCUSED ABSENCE

A truancy is an absence which neither the school nor parents or guardians have authorized.

An unexcused absence is an absence the parents or guardians have authorized, but the school does not. In either situation the student will be given a referral and a detention for each class period missed over the three minimum detentions for the referral.

THE SAINTSMAN STANDARD OF DRESS

The philosophy of the St. Augustine standard of dress is to foster an attitude of camaraderie and to promote pride in one's appearance.

A Saintsman is to be neat and well-groomed at all times. In general, the school relies upon the good judgment of both students and their parents or guardians in the achievement of this goal.

The first period and homeroom teacher will exercise special attention to see that all students are meeting the requirements of the dress code. If a student's attire is totally unacceptable, he will be sent to the Assistant Principal for Student Services immediately.

Violation of any part of the dress code will cause the student to meet the tie day requirements for the next school day unless the next school day is a scheduled school tie day. In this case, the student will be assigned a tie day the following school day. If a student persists in violating the dress code, he may receive more than one dress code violation in a single day, except in cases where correcting the violation is not immediately possible. If the student does not meet the tie day requirements on the day assigned, he will be given a detention. The next day/tie day consequence serves as a warning. The student will receive three of these warnings for the entire school year. On the fourth and subsequent violations of the dress code, the student will receive an automatic detention.

Any form of appearance violating the basic norms of the code for student attire, even though conforming to the specific guidelines, is out of order and subject to sanctions. Some interpretation and judgment in these matters is necessary. Nevertheless, the administrators of the school will be the final judges of what is or is not acceptable.

The dress code is applicable while on campus during the school day.

REGULAR ATTIRE

1. **Long Pants**

Cotton Twill Pants are acceptable in navy blue, beige khaki, black, olive, stone, and putty. Pants may not be oversized, baggy, torn, rolled, or unhemmed. No cargo pants. The waist size and length of the pants must be the student's natural waist size and inseam. No pockets outside the pants. No pants with horizontal seams.

2. **Shorts** (*worn as an option to pants*)

Cotton Twill Shorts are acceptable in navy blue, beige khaki, black, olive, stone, and putty. Shorts may not be oversized, baggy, torn, rolled, or unhemmed. Shorts must be worn at the natural waist size. The waist size of the shorts must be the student's natural waist size. Shorts worn below the hip are not acceptable. Although some reasonable allowance for growth is permitted the severe "baggy" style is not acceptable. Shorts must be below mid thigh but no longer than the knee. Shorts must be hemmed. No pockets outside the shorts.

3. Belts

Belts are to be worn with pants or shorts. The belt must be cloth or leather and solid colored. Metal studs or decorations are not acceptable. The entire length of the belt is to be worn inside the belt loops of the pants or shorts. Suspenders and athletic belts are not acceptable.

4. Shirts

Three styles of shirts are permitted. Shirts must always be tucked in and have a button down front.

- a. Any solid colored knit polo style shirt with collar. (Manufacturers and Saints logos are acceptable.) They may be long or short sleeve.
- b. Solid colored full turtle neck shirts.
- c. Solid colored cotton or cotton-blend dress shirts with collars. They may be long or short sleeve.

** Shirt colors must be different from the color of the pants or shorts.*

5. Outerwear

If outerwear is worn in the classroom then it must have the official St. Augustine monogram displayed.

6. Footwear

Any type of clean conventional shoe such as oxford hard sole style or athletic shoes are acceptable. If boots are worn they must be lace-up style only. Boots must not have any exposed or unexposed metal or be a military style. Boots can be worn with pants, not shorts. Shoes must have backing, **hard rubber or leather soles, and solid color. No checkers or multi colored shoes.** No sandals or slippers

7. Socks

Socks must be worn at all times. If shorts are worn then the sock color must be white or black and no higher than crew length. Socks **MUST** cover the ankle at all times.

Hats

Only officially monogrammed St. Augustine hats will be allowed on campus. Hats are not to be worn indoors. Acceptable hats must not be modified.

9. Hair

Hair styles must be neat, clean and combed at all times. Hair must be off the face and forehead. Hair length minimum: there must be an appearance of hair on the scalp (shaved heads are not acceptable). Hair length maximum is 4.5 inches. Hair may not extend below the top of the collar while standing with eyes to the horizontal. Hair may not extend below the top of the ear. Tails, sculpting and spiking are not permitted. Shaving of the scalp anywhere on the head, braiding, dreadlocks, twists or ponytails are not acceptable including corn rows. Only the student's natural color of hair is permitted, no dying or bleaching.

- * *If a student does not meet the hair guidelines then a Dress Code Violation will be given and the student will meet the tie day requirements until the problem is remedied within a reasonable amount of time to be determined by the Assistant Principal for Student Services.*

10. Miscellaneous

- a. Students must be clean shaven. Facial hair (beards, mustaches, and exaggerated sideburns). Sideburns cannot be longer than the bottom of the ear lobe and no wider than one inch.
- b. Earrings and extreme use of jewelry are prohibited on campus. Earrings may **NOT** be covered.
- c. No chains of any kind are permitted
- d. No exposed tattoos.
- e. Long sleeve shirts may not be worn under short sleeve shirts.
- f. No facial make-up, no nail polish or finger nail extensions

TIE DAYS

The following guidelines are to be observed all day on days when Mass or formal assembly is scheduled for the student body. All components of the Regular Student Attire are to be maintained on Tie Days with the following exceptions:

1. Shirts - Any solid colored cotton or cotton-blend dress shirt with a collar. It may be long or short sleeve. No turtlenecks or polo shirts.
2. Ties - Compatible colored, standard length necktie or clip-on bow ties.
3. **Outerwear - Official St. Augustine monogrammed outerwear and Saints Letterman's Jackets are acceptable.** (See Section VI – Letterman's Jacket description).
4. Jackets, sweat shirts and sweaters are not to be worn under school vest or jackets
5. Pants - The guidelines for the Regular Student Attire regarding pants are to be followed. Shorts are not acceptable on tie day.

SPIRIT ATTIRE

Spirit Attire is designed to show school spirit **through Saints monogrammed shirts and/or sweatshirts only**. If this day is given to the student body, the individual student has the option of meeting the Spirit Attire guidelines or meeting the dress code requirements of that day. The spirit wear must be clearly displayed at all times. Regular Student Attire is to be maintained on Spirit Days with the following exceptions:

1. A T-shirt may be worn if it is a St. Augustine athletic team shirt regardless of color combination.
2. No physical education wear may be worn. No sweat pants, No warm-up pants, No athletic shorts of any kind.
3. Jeans may be worn with spirit wear attire.

THE GUIDANCE PROGRAM

The philosophy of St. Augustine High School's Guidance Department has its roots in the tradition of Augustinian Catholic education and a commitment to the Liberal Arts that encourages the development of mind, heart and body. The Guidance faculty provides quality services that assist students in becoming independent, intelligent, responsible, Christian gentlemen dedicated to achieving their highest potential.

The Guidance Program is a planned sequential program that contains age appropriate activities in the many areas, which are designed to assist young men in their healthy personal, and academic development. Parents, of course, are the primary educators of their sons, and the Guidance Department seeks to support and enhance this relationship, through the efforts of a counselor who provides additional academic guidance and consultation. Guidance activities include grade appropriate academic advising and support, personal and social counseling, career awareness, testing, and college counseling.

ACADEMIC COUNSELING

Academic counseling is provided by counselors who assist the student in course planning that will lead to high school graduation and college admission. These counselors also monitor student progress throughout the four-year course of studies. When necessary, the counselor will assist the student in dealing with impediments to his academic and personal development through a variety of remediation activities.

COLLEGE COUNSELING

The transition from high school to post secondary education is a developmental process and must start with early planning. Beginning with the freshman year, students meet with their counselor to discuss their academic plans and work in the Naviance program which is utilized throughout their high school career. Included in planning is developing a four-year plan, reviewing college entrance and testing requirements, grades, and personal interests. As a junior, the student and the parents confer with their counselor to finalize plans for the college application process and the senior year. The student and family receive additional support during the second semester of the junior year and the entire senior year with numerous opportunities for extensive college counseling, financial aid and scholarship searches.

Other services provided by our Counseling Program include the interpretation of the PSAT in the 9th, 10th and 11th grade, a College topics Night for Parents at each grade level, Financial Aid Night, ongoing visits by college representatives, and continual updating of parents and students on college requirements. In addition, students and parents are kept informed of college related activities through the Counseling page on the Saints web site, Naviance, classroom presentations by counselors, the distribution of publications to students which are grade appropriate. Counselors are available for additional student and parent conferences upon request.

PERSONAL COUNSELING

While promoting the development of mind and heart, St. Augustine High School provides personal guidance counseling to its students, and where appropriate, to the student's family. Since the high school years are a time of great change, challenge, opportunity and threat, personal counseling is intended to help the student mature, understand himself and to assist with responsible decision making.

Students may contact the counselor directly or be referred by another person. Supporting a student at times involves collaborating with other people such as parents, teachers or coaches. Still, issues discussed with the counselor privately are confidential. There are exceptions to confidentiality that may be permitted or mandated by California law. Such exceptions include, but are not limited to, reporting suspected child abuse, and/or when a student poses a serious threat of harm to himself or to others.

SPIRITUAL AND RELIGIOUS GUIDANCE

Spiritual and religious guidance is primarily available through the School Chaplain and the Campus Ministry Office. This type of guidance may also be effectively sought from personal counselors, religion teachers, any of the Augustinians, and often a lay teacher

STUDENTS WITH LEARNING CHALLENGES

St. Augustine High School is an Augustinian Catholic college preparatory school that believes in an inclusive approach to education. While St. Augustine High School does not have a designated learning disability program, those with learning challenges may be provided limited accommodations upon timely submission of appropriate documentation and a consultation with the St. Augustine High School counseling staff and administration. For consideration to receive learning accommodations for the Fall semester, a completed, current, and verified individualized Educational Plan (IEP) must be on file with the school no later than August 15. For consideration to receive learning accommodations for the Spring semester, a completed, current, and verified individualized Educational Plan (IEP) must be on file with the school no later than January 15th. Please contact your guidance counselor or the Assistant Principal for Academics for further information.

TUTORING

Each faculty member is available to help students academically outside of class hours. Teachers set their own tutoring schedules and a copy of the tutoring schedule is available on the website and from the Assistant Principal for Academics. It is the responsibility of the student to coordinate tutoring opportunities with each individual instructor.

SHEPHERD PROGRAM

Some students, based on academic need, require the support of the Saints “Shepherd”. The “Shepherd” is a faculty member that coordinates a tutoring program for students who have been identified by their guidance counselor or who are on academic probation. While in the Shepherd program, students can get assistance with their academic courses and help with organization and study skills. The Shepherd monitors the progress of these students and works closely with teachers and guidance counselors to assist the student in improving their academic life.

MATH EXCELLENCE PEER-TUTORING PROGRAM

The Math Excellence Peer-Tutoring Program was created for those students who want additional help in the subject of Mathematics. Open and running from 7:00 a.m. to 7:40 a.m. every day in Room 212, the peer-tutoring program is staffed by members of the National Honor Society and by students who have excelled in their math classes. The coordinating faculty member and the student tutors are able to offer assistance to Pre-Algebra, Algebra I, Geometry, and Algebra II students.

STANDARDIZED TESTING PROGRAM

The standardized testing program provides the opportunity for the student and his parents to obtain an objective appraisal of his abilities, including his strong and weak points, as background for intelligent decision-making.

Ninth, tenth and eleventh grade students will be expected to take the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT). This test directly helps prepare students for the SAT college entrance exam. It also provides juniors the opportunity to compete for National Merit Scholarships. A counselor is responsible for and maintains records for students requiring additional time on standardized tests.

Standardized test results are not automatically placed on transcripts sent to colleges.

St. Augustine High School provides information about after school test preparation programs for the SAT, ACT, and PSAT.

SPECIAL NEEDS COUNSELING

The Counseling Staff maintains information files on students identified that have special academic needs. The student’s counselor notifies the faculty of the students and their needs and assists them in applying or testing accommodations from the College Board and ACT. A list of educational psychologist’s referrals are also maintained by each counselor.

HOMEROOM

The goal of Homeroom is to foster a relationship between the student and the teacher, provide leadership opportunities, presentations schedule events and announcements for students that do not impact the academic schedule. This weekly meeting ensures that they are receiving the kind of mentorship, guidance and advocacy crucial to help students realize their academic goals. St. Augustine High School is committing itself to the fundamental goals of fostering positive relationships, community building and providing access to essential knowledge and resources for all students.

The key objectives of Homeroom are:

- to provide the students with the support and skills they need to be successful in school and prepared for adult life.
- to help students develop positive relationships and a sense of community among themselves.

STUDENT AND CLUB ACTIVITIES

INTRAMURAL ATHLETICS

In addition to the regular array of interscholastic sports, the St. Augustine Associated Student Body offers the students an alternative to league competition. The purpose of the intramural program is to give ALL students a chance to compete among themselves. All students are eligible to compete in the sports offered with the exception of varsity players in the respective sports. Each homeroom is allowed as many distinct teams as it can form.

CLUBS

Working under charter from the Student Government, Saints various student clubs reflect the many talents and interests of Saintsmen. Many are centered around student interest areas and others are centered around recreation. The structure of the student activities at St. Augustine makes possible further development of new clubs to provide for the full education of Saintsmen. New clubs are welcomed with enthusiasm. Additional information about existing clubs or starting a club can be obtained from the Commissioner of Publicity of the A.S.B.

PUBLICATIONS

For those interested in photography and/or journalism, Saints offers the Journalism Club. The Journalism Club is responsible for producing the school newspaper, The Augustinian. The annual, The Saintsmen, is produced by the Yearbook class.

ELIGIBILITY FOR THE STUDENT COUNCIL

All members of the Student Council shall have attended St. Augustine High School for one

semester previous to nomination and each must have earned for the semester previous, no less than a 2.0 grade point average (GPA), and shall have approval of his current instructors. He must also obtain the permission from the Assistant Principal for Student Services and the Assistant Principal for Academics.

RULES GOVERNING ATTENDANCE AT ALL SAINTS DANCES

The following rules are made for the common good of all and we ask your cooperation in following them.

All dances at St. Augustine High School are closed dances. Admittance to our dances is always by means of the ASB card. Any high school girl escorted by a Saintsman is welcome as long as she has a guest pass obtained in the ASB Office prior to the dance.

A male friend of a Saintsman may attend dances in the gym as a guest. However, on the following conditions:

- a. That he has a guest pass obtained from the Student Services Office prior to the dance.
- b. That he enter the gymnasium with the Saintsman, unless an exception was made in advance of the dance with the ASB moderator approval.
- c. That he have a current and valid school I.D. from some high school.
- d. That he adheres to the rules of Saints dances.
- e. That the Saintsman is responsible for his friend's behavior while at the dance.

If parents are coming to pick up student(s), notification for pickup time and location of pickup should be made prior to the dance. Chewing gum, eating or drinking are not permitted in the Saints gymnasium.

For off-campus dances (Homecoming, Senior Prom, etc.), no admittance will be made 30 minutes after the dance begins. Students will not be permitted to leave until a half hour before the end of the dance.

It is emphasized that drinking or being under the influence of drugs or alcohol is an extremely serious offense. Those who are guilty of this at our dances, or at any other school function, will be suspended and be required to appear before the Board of Discipline.

STUDENT SERVICES POLICIES

ACCEPTABLE USE POLICY

St. Augustine High School is pleased to offer students access to a computer network for Computer Resources and the Internet. To gain access to the Internet, all students must obtain the parental permission form available in the library and returned to the librarian with verified signature. (For further information see Section IX, Student Handbook).

CELL PHONE POLICY

Regarding student's possession and use of cell phones/iPods and other electronic devices. This policy is meant to help maintain an educational focus in the classroom and other study areas and respect the needs of our students to have reasonable access to their phones and other electronic devices. We acknowledge that this is the age of instant communication as well as the need to maintain a proper environment for students, faculty and the educational process.

- **CELL PHONES, iPods, OR OTHER ELECTRONIC DEVICES ARE NOT TO BE USED IN THE CLASSROOMS UNLESS AUTHORIZED BY THE CLASSROOM TEACHER. Cell phones and other devices are to be turned off or placed on silent/vibrate mode during class. Students should keep these items in their backpacks.**
- CELL PHONES, iPods, OR OTHER ELECTRONIC DEVICES may be used before/after school, and lunch periods. They may not be used during passing periods unless authorized by a teacher. Head phones and ear buds should never be used on campus.
- **Unauthorized use of these devices in the classrooms is a violation of this policy. Violators of the policy will be subject to one of the following disciplinary actions: confiscation of the device until the end of the day, and a detention, referral, suspension, or dismissal depending on the nature of the violation.**
- In an emergency situation, an administrator or faculty member can give a student permission to make a call from a cell phone.
- Parents should continue to call the school for any emergency situation. We will contact your son.
- The use of camera phones is strictly forbidden in specific areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time. Such use may also be in violation of the criminal code.

CLOSED CAMPUS POLICY

St. Augustine is a closed campus. Permission to leave must be obtained from an Assistant Principal or Principal. No teacher may give a student permission to leave the campus.

ELEVATOR USE POLICY

Faculty and students wishing to gain access to the elevator must seek the approval of the Assistant Principal for Student Services and agree to the standards for elevator safety. After review, the Assistant Principal for Student Services will give elevator authorization for a predetermined period of time. Students using the elevator without prior consent will receive a referral.

IMUNIZATION / VACCINATION POLICY

Adopted 8/30/16

St. Augustine policy and California law require students to be immunized. In order to promote and protect the common good, Saints expects all enrolled students to have immunizations records and proof of vaccinations as prescribed by California state law. St. Augustine High School does not provide religious or personal exemptions to students for required vaccinations.

SENIOR OFF CAMPUS LUNCH PRIVILEGE POLICY

Seniors are eligible for "off-campus" lunch privileges upon the determination of the Assistant Principal for Student Services and when the senior has the proper form on file with the Student Services Office. The form, signed by the parents, requests permission for the student to leave campus during lunch and releases the school, administration, faculty and staff from any liability in the event of an accident. The school may deny a senior this privilege at any time.

GENERAL INFORMATION

ANNOUNCEMENTS

Announcements to be made on the morning broadcast should be only those of interest to the entire student body. Announcements must be clearly written and delivered to the main office the day before they are to be announced. Deadline is 1:30 p.m. Approval for announcements must be granted by the ASB moderator.

Public Address Announcements may not be made during scheduled standardized tests, first and second semester exams, and Advanced Placement Testing.

CARS, TRUCKS, AND BICYCLES

Limited parking space is provided for students who drive to school. Detailed parking instructions are located in the Student Services Office. All students parking in the garage and neighborhood must register their vehicles in the Student Services Office and display the Saints Parking Tag from their rear view mirror. Students are not to be in or loitering about cars during the school day. The garage and cars are off limits. Bicycles are not to be ridden on grounds during school hours

HOT FOOD SERVICES

The Saints kitchen is located on the west end of St. Augustine Commons building. It serves breakfast foods before school, at lunch and after school. The kitchen serves the schools needs as a caterer for nights and weekend events.

LIBRARY

The Rev. John R. Aherne, O.S.A. Library is open from 7:00 a.m. until 3:30 p.m., Monday thru Thursday and 7:00 a.m. until 1:00 p.m. on Friday. The library features many up-to-date books, magazines and newspapers and comfortable surroundings in which to study. Computers are available for student use.

LOST AND FOUND

Students should learn responsibility by taking care of their personal belongings and writing their names in ink in books, gym clothes, tennis shoes and the like.

Any student finding an item - not his own - should turn it in immediately to his teacher or to the Student Services Office. Failure to do so may be considered theft.

The school accepts no responsibility for personal property stored in classrooms, locker or activity rooms. The school's insurance policy does not cover students lost, stolen or damaged personal property.

OVERDUE NOTICES

Computerized overdue lists are posted. Also, a list of student names in each homeroom with overdue books is given to the homeroom teacher who will notify the student.

If a student appears on the overdue list three times for the same book(s), he will be assessed detention.

If a bill for lost books has to be sent home, a \$5.00 handling fee will be added. Unpaid bills for overdue books are due before final exams may be taken.

PROCEDURE FOR CHECKING OUT LIBRARY BOOKS

Books can be checked out for two weeks and may be renewed as often as necessary. A ten cent fine will be assessed for each day the book is overdue. A twenty-five cent fine for overdue reference materials is assessed.

RESPECT

One of the chief virtues of the Christian person is respect. Respect implies that a Saintsman show courtesy to all members of the faculty and staff, especially when greeting them. At all times the terms, "Father", "Deacon", "Brother", "Sister", "Dr.", "Mr.", "Miss" or "Mrs." are to be used when addressing faculty and staff members. A warm and friendly atmosphere among faculty, staff, students and visitors is a prized characteristic of St. Augustine High School.

SCHOOL LOCKERS

Lockers are school property. Students must purchase their own school locks from the Student Services Office. Only school locks may be used. Locks other than school locks are not permitted and will be cut off.

The school has the right to inspect lockers at any time. Student lockers are generally inspected only for health or safety reasons or when necessary to protect other students.

Students are urged not to share their lock's combination with others. If there are problems with locks or lockers, the student should see the Assistant Principal for Student Services. If a student's locker is damaged or defaced, a charge will be made.

STUDENT ACCIDENT INSURANCE

The school provides all students secondary insurance coverage for injury resulting from an accident during a school sponsored and supervised activity on or off the school premises. This coverage is supplemental to other coverage a student may have in place.

If a student is injured during any school sponsored activity, the school's Health Services Coordinator must be notified immediately or as soon as possible after the injury in order that a claim notice may be completed. The Health Services Coordinator is also available to explain our student accident policy benefits.

STUDENT ASB CARDS

The Associated Student Body card is the student's official identification for school related activities. It should be carried by students at all times. ASB cards are issued to students at the beginning of the school year. A lost ASB card should be reported to the ASB moderator as soon as possible. A new card will be issued at the cost of five dollars. **THE ASB CARD MUST BE SURRENDERED TO ANY TEACHER OR ASB OFFICER UPON DEMAND.**

TEXT BOOKS

We are partnered with Follet Virtual Bookstores to provide textbooks for the 2019-2020 school year. Books will be available for rent or purchase over the summer on our virtual bookstore website www.sahs.bkstr.com. The virtual bookstore will open July 10.

Workbooks and pocketbooks will be sold to students individually as needed during the year from the book store. These become the student's property and are not bought back by the school.

THE MAIN OFFICE

The Main Office of the school is located in Vasey Hall. It is open from 7:00 a.m. to 3:00 p.m. on school days. Students may conduct school related business in the office during its normal hours.

SECTION VI **INTERSCHOLASTIC ATHLETICS**

St. Augustine High school places the highest priority on the overall quality of the educational experience. In so doing it seeks to strengthen the integration of objectives and programs in athletics with academic and developmental objectives, and to assure the integration of athletes with other students.

The athletic program is characterized by the following:

1. Participation is encouraged by maximizing the number and variety of athletic opportunities for Varsity, Junior Varsity, and Freshman teams.
2. Participants receive the same treatment as other students. They have no unique privileges in admission, academic advising, course selection, grading or financial aid. Similarly, athletes are not denied rights and opportunities that would be available to them as non-athletes.
3. Students are supported in their efforts to reach high levels of performance by providing them with adequate facilities, competent coaching, and appropriate competitive opportunities with students from comparable schools.
4. Primary emphasis is given for in-season competition but exceptional teams and individuals will be encouraged to participate in post season championship play.
5. Varsity letters will be awarded only in those interscholastic sports offered at St. Augustine High School. Letters will be awarded by coaches whose players and support staff have met the criteria for each individual sport. Each head coach will make these criteria known prior to the beginning of the season.

ATHLETIC ELIGIBILITY FOR INTERSCHOLASTIC SPORTS

Standards for athletic eligibility have been set by the California Interscholastic Federation Office (CIFSDS) Athletic eligibility at Saints is determined at every grading period (each quarter). Students must have a 2.0 grade point average at the previous grading period to be eligible for interscholastic athletics. The day for establishing eligibility for the next quarterly period is the day following the official issuance of report cards. All other criteria for establishing academic eligibility will be found in the CIF Greenbook.

Any student who fails to meet the minimum 2.0 grade point average at the end of the second semester may regain eligibility through summer session attendance and may be eligible for the fall semester. The student must meet with the Assistant Principal for Academics who will recommend and authorize required course work in the summer. When new courses are taken in summer school, all grades received in the second semester together with all summer session grades shall be counted in computation of grade point average. If the average is 2.0 or better, the student shall be eligible for the first quarter of the next school year.

In addition, see Section X of the Student Handbook for the School's Substance Abuse Policy.

OFFICIAL SCHOOL COLORS

The traditional school colors of St. Augustine High School are Purple and Gold. When available, these are defined as "Royal Purple and Vegas Gold". The primary background colors of any garment are to be either royal purple or Vegas gold. Gray or white may be substituted as primary background colors based on CIF guidelines.

Letterman's Jackets in colors other than the school approved (purple body, Vegas gold sleeves) will be deemed unacceptable for wear on campus as official outerwear.

SECTION VII HONORS AND AWARDS

GOLD MEDALS

The St. Augustine Medal is awarded to the senior student who from the viewpoint of academic achievement, citizenship and leadership is regarded as the most representative graduate this year. He must be a four-year Saintsman. The key quality is leadership. Selection is by faculty vote. Honorable Mention is awarded.

The Christian Conduct Medal is awarded to the student whose citizenship record has been of the highest excellence and who is judged to have shown positive evidence of those attributes befitting a Christian gentleman. Selection is by faculty vote. Honorable Mention is awarded.

The Gold Medal for Excellence in Athletics is awarded to an athlete who has excelled in at least two sports, traditionally for two years, and exhibits the attributes befitting a Saintsman. The Athletic Gold Medal recipient and Honorable Mention will be recommended by the athletic committee and three additional at-large members selected by the Principal and the **Assistant Principal for Auxiliary Services** and confirmed by faculty vote.

The Gold Medal for Excellence in Visual & Performing Arts is awarded to a senior who has excelled in the Visual and Performing Arts, traditionally in at least two disciplines for at least three years. The senior must have exhibited creative and intuitive thinking and exhibit the attributes befitting a Saintsman. The Visual and Performing Arts Gold Medal is recommended by the department and confirmed by faculty vote. Honorable Mention is awarded.

THE AUSTIN EXAMS

The “Austins” are rigorous oral examinations in English, mathematics, religion, science, social studies and visual and performing arts. The exam also assesses the participants’ understanding of the Integral Student Outcomes. Criteria for selection are as follows:

The senior with the highest weighted academic cumulative grade point average at the conclusion of the seventh semester (P.E. excluded) automatically will be invited to sit for the Austins. The remaining students, normally five, will be selected by the Academic Council from the top 10% of the graduating class.

The chairpersons of the academic departments represented in the Austins recommend graduation with specific academic distinctions for participants. The administration ratifies the recommendations.

The specific academic distinctions include

Austin Scholar - Summa Cum Laude (with highest praise)
Austin Scholar - Magna Cum Laude (with great praise)
Austin Scholar - Cum Laude (with praise)

CUM LAUDE

All seniors graduating with an academic weighted 3.6 cumulative G.P.A. or higher, graduate "Cum Laude." (**Based on the first 7 semesters**)

THE MEDAL FOR EXCELLENCE IN STUDIES – GRADES 9 – 12

The Medal for Excellence in Studies for a particular grade level is awarded to the student who has the highest weighted academic grade point average over the first three quarters of that school year, excluding summer school courses, Intersession courses, independent study and off-campus courses.

Honorable Mention is awarded.

THE PRINCIPAL'S TROPHY AWARDED FOR EXCELLENCE IN STUDIES OVER FOUR YEARS

The Medal for Excellence in Studies over four years is awarded to the graduating senior who has the highest weighted cumulative grade point average for seven semesters of high school based on six class periods over three years and at least five class periods in the senior year. Any credit for classes beyond the regular school day and any summer school courses are excluded from the G.P.A. computation.

Honorable Mention is awarded.

SALUTATORIAN

The Salutatorian will be selected by invitation of the Academic Council on the basis of an essay written as the Salutatory address and judged by select faculty and administration. Students eligible to be considered for Salutatorian traditionally come from the top ten percent of the graduating class at the conclusion of the seventh semester of study.

DEPARTMENTAL AWARDS

The academic departments may recognize the success and accomplishments of our students at an awards assembly in the spring of each school year. The academic departments, the campus ministry program, the athletic department, the counseling department and the A.S.B. coordinate

numerous awards and honors. Any parent or guardian is welcome to attend the Awards Assemblies in the month of May.

SECTION VIII FINANCES

ST. AUGUSTINE HIGH SCHOOL POLICIES

As a private secondary school, St. Augustine relies on tuition as the major source of operational revenues. The Catholic tuition rate provides funding for over 90% of operational costs. Therefore, we are dependent on timely tuition and fee payment from the families we serve. For this reason the school has established the following financial policies.

We realize that while the tuition is affordable to most families, there are those who will find it difficult to pay the entire amount. For those families who qualify, we have various tuition assistance programs, some of which are listed with these policies. If you feel you will need some form of tuition assistance, we encourage you to apply for aid.

For current enrolled students returning in the Fall, application forms are available on the school's web site in February for the following year's grant program. For students entering Saints for the first time (and their brothers) application forms are available on the school's web site in December. **Parents must reapply each year for tuition aid.**

Please take time to familiarize yourself with our financial policies, particularly in the areas of deposits, tuition payments, withdrawals and refunds. We ask that you retain this information for reference during the school year.

Payments made to an account throughout the year are applied to the outstanding balance rather than specific charges.

HOW TO PAY

St. Augustine utilizes Smart Tuition services for the processing of parent account payments. Each family has established an account with Smart indicating how payments will be made and account information can be accessed at any time on-line or by phone.

Parents have several payment options available through Smart:

1. By check: make checks payable to Smart Tuition and include your account number on the check. Payments must be received prior to your established due date. Mail payments to Smart Tuition P.O. Box 54228, Los Angeles, CA 90054-0228.
2. Online: access your account at anytime using your personal password at www.smarttuition.com.
3. By telephone: contact Smart to make a payment by phone or to establish automatic payments. Smart's help line is 888-868-8828.

REGISTRATION

A student is not considered registered until a completed tuition contract and proper registration and deposit fees have been submitted. These fees are non-refundable.

Students whose parent or guardian account owes a balance from a prior year are not allowed to return in the fall of the next year until the account is made current. Therefore, if a student has a past due balance, submits a completed tuition contract and payment in the amount of the registration and tuition deposit the payment will be applied to the outstanding balance due and the student will not be considered registered. This may adversely affect a student's course selection options. Once the account is current, the registration and tuition deposit will be charged and become payable to complete the student's registration.

TUITION

Families may elect one of three methods for tuition payment: prepaid in full, quarterly, or monthly. Students must have full, first quarter, or two monthly payments and the general fee (see below) made prior to attending classes at the start of an academic year.

If an account becomes severely delinquent (two months or one quarter past due) during the school year a student may be withheld from attending classes or withheld from taking final exams which could result in incomplete grades.

TEXTBOOK RENTAL FEE

St. Augustine High School has partnered with Follet Virtual Bookstores to provide textbooks for the school year. Books will be available for rent or purchase over the summer on our virtual bookstore website www.sahs.bkstr.com. The virtual bookstore will open in early July.

GENERAL FEE

The general fee is charged each student for various educational materials, testing, accident insurance, the school yearbook, parents' club activities, ASB and class fees. The fee is payable with the student's first tuition payment.

A.P. EXAM FEE

The Advanced Placement (A.P.) exam fee is charged each student who takes an A.P. class for whom the school orders an A.P. exam. The fee is charged per test ordered. The fee is payable at the beginning of the fourth quarter.

GRADUATION FEE

The graduation fee covers all graduation activities and supplies including cap and gown rental, twelve invitations and a box of name cards, Baccalaureate Mass and commencement facilities costs, and diplomas. The fee is payable at the beginning of the fourth quarter. Additional announcements may be purchased from the registrar.

LATE TEST FEES

If a student is unable to take a semester exam(s) at the time specified by the Assistant Principal for Academics, the student must pay \$25.00 per class and this fee is payable prior to taking the make-up exam(s). This fee does not apply to a student withheld from exams because of delinquent tuition.

LATE ENTRANTS

Any student who enrolls after the first day of first quarter classes and prior to the first semester exams will be charged the application fee, full deposit, general fees, and full tuition for quarters attending. Students enrolling after the beginning of a particular quarter will be charged tuition on a pro-rata basis depending on the weeks remaining in the quarter of entrance.

If a student enrolls anytime after the first semester he will be charged the application fee and one-half of the deposit, and general fees. For all late entrants the application fee, applicable deposit and fees, and tuition must be paid before attending classes.

WITHDRAWALS AND REFUNDS

A student who withdraws or is asked to leave the school must have his account on a current status and return any school library books, or athletic equipment before the school will release his report card. Should a student leave school during a quarter, tuition for that quarter will be refunded on a pro-rata basis along with any additional tuition on account. The following fees are non-refundable in total after payment: application, registration, general fee, tuition deposit, I-20, and graduation fees.

FOREIGN STUDENTS REQUIRING FORM I-20

A student who requires the completion of an I-20 form prior to attending school must deposit full fees and the first tuition payment when registering. An additional \$25.00 fee for completing the I-20 form is payable when registering and this fee is non-refundable.

SCHOLARSHIP AND TUITION GRANTS

In addition to scholarships at entrance, grants based on financial need and/or achievement are available to deserving and competent students enrolled in the school or accepted for the coming school year. Tuition grants provide for partial payment of tuition costs. They do not cover summer school, or fees. They are granted for one year only. **Parents must reapply for subsequent years.**

A limited amount of funding is available for scholarship and tuition grant awards. Because of this, not every request can be made in its entirety, and some discretion must be exercised in attempting to match available funds to families most in need.

For returning students grant application forms are available on the school's web site in February for the coming school year. Instructions for completing the form are published with the application along with the deadline for submitting completed forms (generally mid-March).

For students entering Saints for the first time (and their brothers) application forms are available on the school's web site in December.

Unless stated otherwise, if a student is to receive tuition assistance it will be credited on a pro-rata basis according to the selected method of payment (annual, quarterly, monthly). Students receiving scholarships or grants must maintain a minimum 2.00 GPA (unless a higher GPA is specified) and be in good standing with the Assistant Principal for Student Services.

AVAILABLE TUITION ASSISTANCE GRANTS

The school has various tuition assistance grant programs available to qualified families. Parents or guardians must reapply before the published deadline each year they wish to be considered for tuition assistance. Available grants include

- 1. PRINCIPAL'S SCHOLARSHIPS:** Ten tuition scholarships are awarded each year to those students achieving the highest scores on the school's entrance exam. Recipients are notified by the Principal in February after the school receives the results of the exams. Recipients receive a specified tuition credit for each of their four years of attendance.
- 2. MUSIC SCHOLARSHIPS:** A limited number of merit scholarships are awarded to students participating in the school's music program. Students awarded a music scholarship must maintain their involvement in the music program throughout the school year. Information on these scholarships is available from the music director. Recipients are notified by the music director in May and tuition credit is applied in the following year's fourth quarter.
- 3. GENERAL SCHOOL GRANTS:** The school, with assistance from the efforts of the

President's Office and friends of Saints, provides needs-based aid to worthy families whose relative need is determined by financial information provided in our application forms. This is the largest single source of financial aid. Application forms are available on the school's web site in February.

DAMAGE FEES

Any student found deliberately damaging school property will be charged a damage fee to cover the cost of repair. Any student issued school property for use in athletic participation or extra-curricular activities will be charged a fee for replacing the equipment if it is not returned when requested or returned in damaged condition.

TRANSCRIPTS

Following graduation (or preceding the seventh semester) one transcript of record is sent free to a college or professional agency; after that a fee of one dollar is charged for each additional transcript.

WITHDRAWALS - TRANSFERS

Parents or guardians need to notify the school's registrar and complete required documentation if a student is withdrawing prior to his graduation date. Outstanding tuition and fees (including any library overdue fees) must be paid and any school issued equipment must be returned for a student to be considered withdrawn officially.

Refunds due will be made payable to the parent or guardian responsible for payment based on the tuition contract on file in the business office and refund checks are issued within one week of the student officially being withdrawn.

SECTION IX
THE POLICY ON
THE USE OF COMPUTERS AND THE INTERNET

St. Augustine High School is pleased to offer students access to a computer network for the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the form below. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the school campus. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Privacy: Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity which will insure that students are using the system responsibly.

Storage capacity: Users are expected to remain within allocated disk space and delete other materials which take up excessive storage space.

Illegal copying: Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the network administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language: No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

RULES OF APPROPRIATE USE OF THE COMPUTER AND THE INTERNET

These are guidelines to follow to prevent the loss of network privileges at St. Augustine School.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not waste limited resources such as disk space or printing capacity.
7. Do not trespass in other students' folders, work, or files.
8. Do notify an adult immediately, if by accident, you encounter materials which violate the standards of appropriate use.
9. Be prepared to be held accountable for your actions and for the loss of privileges if the rules of appropriate use are violated.

SECTION X DRUG AND ALCOHOL ABUSE PREVENTION PLAN

In an effort to protect the health and safety of students from illegal and/or performance-enhancing drug use and to curtail the use of such drugs, St. Augustine High School has adopted a drug and alcohol prevention plan that includes random drug testing of all students. The program is designed to create a safe, substance abuse free environment for students and to assist them in getting help when needed.

Young men are affected by alcohol and other drug use and abuse in a variety of ways. In addition to impacting the health and safety of students and staff, alcohol and other drug use and abuse pose a tremendous cost in their interference with performance. The purpose of this drug and alcohol abuse prevention plan is to: (1) Protect the health and safety of students and others with whom they interact; (2) Promote alcohol and drug education; (3) Promote integrity and fair competition; (4) Serve as a deterrent to alcohol and drug use; (5) Identify students who are abusing substances and offer education and support in seeking assessment and treatment when needed.

It is the intent of the plan to help students and their parents when they are confronted with the pain and confusion that substance abuse and experimentation brings to young lives. Saints is committed to an educational partnership with our parents. With this in mind, a student who is involved with illegal drugs and/or alcohol will not necessarily find himself removed from the school community but may be required to meet the challenges of support programs designed for treatment.

The drug and alcohol prevention plan includes steps for education, random testing, treatment, and rehabilitation. This should not be confused with infraction #40 of the discipline code in the handbook, which deals with students caught with alcohol or drugs on campus or at school events. Under infraction #40 of the handbook students may be expelled from the school for a first offense. Additionally, the Student Handbook broadens the possible consequences that the Board of Discipline can recommend to the Principal to include treatment and testing for students who have been caught in use of drugs or alcohol on campus or at a Saints activity.

DRUG EDUCATION AND RANDOM TESTING PROGRAM

The school's policy prohibits the use of illegal and/or performance enhancing substances. This policy relates to conduct by students and how the school will respond to it.

The School believes that through education, early intervention and treatment, rehabilitation can be accomplished. St. Augustine High School has adopted the following specific objectives in reference to this policy:

1. To educate and inform all department personnel and students regarding the policy on substance abuse.

2. To provide students with a testing program, educational opportunities, and follow-up rehabilitation when necessary (assuming there is a positive test result).
3. To provide students with medical doctors and a professional trainer to identify potential medical problems.
4. Establish a partnership with the parents of students to ensure the success of the substance abuse program.

RANDOM TESTING PROCEDURES AND STANDARDS

- A. The testing agency will randomly select the students to be tested.
- B. The day of the week and time of day of the test is random and will be determined by the testing agency.
- C. Results of the test will be sent to the Health Service Coordinator and to the student's parents.
- D. All drug tests approved by St. Augustine High School will be administered by a NIDA (National Institute for Drug Abuse) certified center.
- E. All drug testing facilities will follow the procedures outlined by the Department of Transportation for Collection and Reporting.
- F. Students can be tested for the following substances:

Marijuana	Alcohol
Cocaine	Steroids
PCP	Designer Drugs such as
Amphetamines	LSD, XTC/ Ecstasy
Opiates	Barbiturates

What constitutes a substance abuse violation?

Students who are found to have used an illegal drug or banned substance, refuse to be tested, fail to arrive for testing, falsifying or contaminating a sample or otherwise violate a provision of the drug testing program will be dealt with according to the sanctions of the St. Augustine High School drug and alcohol abuse prevention plan and the St. Augustine High School Student/Parent Handbook.

CONSEQUENCES & APPEALS

1st VIOLATION

Any student testing positive for illegal substances during a random test for the first time will be suspended from all school social activities for a term of fourteen days from the day a positive test result is reported to the school. In cooperation with the Assistant Principal for Student Services, a counselor, and parents, **the student will identify and complete a program of drug education**

courses and follow-up drug test(s) for six months after his first positive result. Any programs and additional testing costs will be the sole financial responsibility of the family involved and the school will bear only the cost of the initial test.

2nd VIOLATION

Any student testing positive for illegal substances during a random test for a second time will have a Board of Discipline hearing and may be suspended from extra-curricular activities (athletics, band, drama, ASB, intramurals, clubs, and other activities) for a term of up to one year from the day a second positive test result is reported to the school. In cooperation with the Assistant Principal for Student Services, a counselor, and parents, **the student will identify and complete a program of drug education courses and follow-up drug test(s) for up to one year after his second positive result.** Any programs and additional testing costs will be the sole financial responsibility of the family involved and the school will bear only the cost of the initial test.

3rd VIOLATION

Should a student test positive for a third time, a Board of Discipline will be convened to examine the appropriateness of the student's continued enrollment at St. Augustine High School.

APPEALS PROCESS

As with all policies pertaining to withdrawal/expulsion of a student, the parent/guardian may appeal the decision to the Principal, whose decision, in consultation with the President, is final.

SECTION XI
THE CONSTITUTION OF
THE ASSOCIATED STUDENT BODY (ASB) OF
ST. AUGUSTINE HIGH SCHOOL

We, the students of St. Augustine High School, in order to provide a democratic and effective means of government, do hereby establish and ordain this constitution and its by-laws for the Associated Student Body of this high school.

ARTICLE I

Section 1.

The name of this organization shall be the Associated Student Body of St. Augustine High School.

Section 2.

The Associated Student Body shall be a service organization responsible for all student-sponsored non-academic activities of St. Augustine High School, while also serving as ambassadors of the school community. It shall be operated under the advice of a faculty advisor.

Section 3.

The purpose of this organization shall be to give the students of St. Augustine High School a democratic means of government and to administer extra-curricular activities by and for the student body of St. Augustine High School.

Section 4.

The ASB shall also be the voice of the student body to the administration and the Board of Trustees.

ARTICLE II

Section 1.

All legislative powers herein granted shall be vested in the Student Council, which shall consist of an Executive Council and Class Council.

Section 2.

The Student Council shall be comprised of an Executive Council consisting of a President, Vice-President, Secretary, Treasurer, and five Commissioners; and Class Councils of the Senior, Junior, Sophomore and Freshmen classes consisting of a President, Vice-President, Secretary and Treasurer within each class.

ARTICLE III

Section 1.

All executive powers herein shall be vested in an ASB President, Vice-President, Secretary, Treasurer, and the Commissioners – Commissioners of Athletics, Publicity, Community Relations, and two Communications officers.

Section 2.

All members of the Executive Council shall have attended St. Augustine High School for one semester previous to nomination and each must have earned for the semester previous, no less than a 2.00 GPA, a citizenship record of “S”, and shall have approval of the candidate’s current instructors, advisors and school administration. If there are any faculty members who are opposed to a given nominee, the status of the nominee shall be reviewed on an individual basis by the ASB. The 2.00 GPA and citizenship record of “S” must be maintained by each member of the council during his tenure of office and office-elect.

Section 3.

All candidates for Executive Council President and Vice President must have at least one year of prior ASB service. Special circumstances will be made only if no candidates exist with prior experience.

Section 4.

The election of members of the Executive Council shall take place during the first four weeks of the fourth quarter. Election to the Executive Council shall consist of a majority vote of all ballots cast. The electorate shall consist of all enrolled St. Augustine High School students, excluding any student not attending St. Augustine in the next school year. Offices that are being contested by three or more candidates will undergo a primary process. The primary election will be held the day before the general election. The top two vote-getters from the primary election will move on to the final election. In the event of a second place tie, both candidates will move on to the final election. Offices that are being contested by only one candidate will appear on a ballot with a “yes” or “no” box next to the candidate’s name. Those candidates must receive a majority of the “yes” votes.

Section 5.

The Secretary and Treasurer and all Commissioners shall be at least juniors in the semester following election and the President and Vice-President shall be seniors in the semester following the election.

Section 6.

Each Commissioner of the Executive Council may appoint two aides to assist in the administration of his duties. These aides must be approved by a majority of the Executive Council and the ASB advisor.

Section 7.

The President of the ASB shall call and preside over the meetings of the Executive Council and Student Council; shall manage the relations of the ASB with other schools and individuals and groups outside St. Augustine insofar as they have the prior approval of the administration; and shall receive all guests and visitors of the ASB (except athletic teams) and newly enrolled students in September. He shall make an annual public report to the student body on the state of the ASB. He shall also take care that the laws and duties are faithfully executed by the different departments. In order to provide a student voice on the Board of Trustees, the President, or his designee, shall be a non-voting member on the board.

Section 8.

The Vice-President of the ASB shall be responsible and shall assume all the duties of the President in the President's absence; shall act, ex officio, as Chief Justice of the Judicial Hall as established in this constitution. He will also be in charge of the elections to Executive and Class Councils. The Vice-President shall represent the student body opinion on the Parent-Student-Faculty Committee and the Discipline Board.

Section 9.

The Secretary of the ASB shall be responsible for recording the proceedings of all meetings of the Executive Council and the Class Council. He shall maintain a continuous journal of all Executive and Class Council proceedings which are to be published monthly and be open to public inspection. He shall maintain a record of all legislation passed under this constitution. The Secretary will be in charge of all letters, notices etc.. that come out of the ASB Office.

Section 10.

The Treasurer of the ASB, through the assistance of the ASB Moderator, shall provide monthly budget reports to Student Body Council and submit a copy to the monthly meeting minutes via the ASB Secretary. The Treasurer, together with the ASB Moderator, shall be in charge of all ASB funds; shall publish and make available to the student body a financial report every month; shall be in charge of banking the funds of the Student Council; and shall be in charge of all specified ticket sales.

Section 11.

The Commissioner of Athletics shall supervise and aid the intramural program together with the faculty moderator of intramural sports. He will also be responsible for reporting to the student body the status of in season athletic teams.

Section 12.

The Commissioners of Communications (2) shall coordinate all communication with the student body through the morning prayer, pledge, and announcements. They are also

responsible for maintaining correspondence with groups outside the school and other schools in regard to events or activities.

Section 13.

The Commissioner of Publicity shall be in charge of publicizing events such as dances, plays, and/or athletic events, etc... around campus. He will also be able to substitute for the Commissioner of Communications in his absence.

Section 14

The Commissioner of Community Relations shall be in charge of all correspondence relating to entities and persons outside of the campus. The Commissioner shall assist the ASB Moderator with the semester neighborhood letter, as well as provide ASB-related articles to the Saints Scene and Augustinian newspapers. The Commissioner of Community Relations also fills in for the Commissioners of Communications and Publicity in their absence

ARTICLE IV

Section 1.

Each class will have four representatives to the Student Council in the form of a President, Vice-President, Secretary and Treasurer. All elected students will be automatically enrolled in the ASB Leadership class for the upcoming school year. This class, which is taught by the ASB Moderator, meets three days a week in the mornings prior to the start of school. Participation in the class is a mandatory part of the students' ASB obligation. This course is graded, for which students will receive one semester of full high school credit and a fully-weighted letter grade. The ASB Leadership grade will be awarded during the second semester of service.

Section 2.

The election of members to the Senior, Junior and Sophomore class Councils shall take place during the first four weeks of the fourth quarter. Election to the Class Council shall consist of a majority vote of all ballots cast by each class. The electorate shall consist of all enrolled St. Augustine High School students within the given class. These elections shall follow Executive Council elections.

Section 3.

All candidates for Senior Class President must have at least one year of prior ASB service. Special circumstances will be made only if no candidates exist with prior experience.

Section 4.

The election of members to the Freshman Class Council shall take place by the second week of the second quarter of the school year. Election to the Freshman Class Council shall

consist of a majority vote of all ballots cast by the freshman class.

Section 5.

All officers shall attain, in the semester previous to election, at least a 2.00 GPA. If his GPA falls below a 2.00 during his tenure of office at any quarter he will be placed on probation until the next quarter. The terms of probation will be determined by the faculty advisor in consultation with the student's academic teachers. If, at the next quarter, the officer's GPA is still below the 2.00 requirement, he will be dismissed from office.

Section 6.

In the event of a vacant position – due to a student leaving school, quitting the ASB, or becoming academically ineligible – the decision to replace that officer will be voted upon by a two-thirds majority of the entire Student Body Council. Should the Council decide to fill the vacancy, a special election will be held at the soonest possible convenience, and voted on by the appropriate electorate body. If a vacancy in the presidency should occur, the Vice-President shall assume the office and a special election for Vice-President will be held.

Section 7.

Twice each month, the ASB Leadership class will be run by the Executive President. The President, through the assistance of the Vice President and Secretary, shall preside over these two class meetings, as well as provide an agenda and formal meeting minutes. The Vice-President shall act as President in his absence.

Section 8.

The Secretary will keep a journal of all class meetings to be shared with the faculty class advisor. Within one week of the completion of the bi-monthly meetings run by the President, the Secretary shall provide the student body with a copy of the meeting minutes.

Section 9.

The Treasurer shall work with the ASB Moderator to compile and report monthly financial reports to the Student Body Council. The Executive Treasurer shall also coordinate the reporting of the four class financial reports from the grade-level Treasurers. The Executive Treasurer, together with the faculty advisor will designate class funds as all class officers deem proper and necessary.

Section 10.

All class officers will serve both his particular class and the student body. Each class will be required to sponsor one activity for their particular class and one activity for the entire student body.

Section 11.

All terms in office terminate when all offices have been filled by election in the fourth quarter of the school year.

ARTICLE V

Section 1.

All the members of the Student Council shall have one vote with the exception of the ASB President. The ASB President shall have the power to vote only in the case of a tie. The faculty advisor shall have the power to veto.

Section 2.

Regular meetings of the Student Council shall be held three times a week as part of the ASB Leadership class as described in Section 1, Article IV. Additional meetings or changes to regularly scheduled meetings will be held at the discretion of the ASB advisor. All class officers are responsible for meeting with their class moderator(s) at least twice per month.

Section 3.

The ASB President shall sit as the chairman of all Student Council meetings. The ASB Vice-President shall sit as the chairman in the absence of the ASB President.

Section 4.

The Executive Council Secretary shall compile a journal of all Student Council proceedings. The journal shall include the minutes of the ASB Meetings, a summary of the ASB activities, and a financial report submitted by the ASB Executive Treasurer. Such a journal shall be published at the end of each month and made available for any member of the student body to read.

Section 5.

The Student Council shall have the power:

- A. To provide for the apportionment of the funds of the ASB with the consent of the faculty advisor.
- B. To charter or affiliate, or provide for the chartering or affiliation of clubs, within Saint Augustine to the ASB.
- C. To provide for the manner of election of all elected officers of the ASB except for those aspects of election specified in the constitution.
- D. To recommend impeachment of any officer(s) of the ASB to the Judicial Hall for a disciplinary hearing.
- E. To make all the laws necessary and/or proper for efficient and desirable government of the ASB and for the fulfillment of the aims of the ASB and the school's stated philosophy.

- F. To express concerns of the student body regarding administrative faculty, and ASB Executive Council decisions.

ARTICLE VI

Section 1.

All judicial powers granted herein shall be vested in five judges. The Chief Justice shall be the ASB Vice-President. The other four judges shall be elected by and from the Student Council. For these four additional judges, one will come from each grade level set of ASB officers. These judges shall comprise and be known as the Judicial Hall.

Section 2.

The power of Judicial Hall extends to all cases of statute law of ASB arising under this constitution, to cases to which ASB is a party, to controversies between organizations chartered by the ASB, and to questions regarding the interpretation of the constitution.

Section 3.

The Judicial Hall shall have the power to impeach Student Council officers as it deems necessary following a judicial hearing before the members of the Hall. Recommendation for impeachment will go to the Assistant Principal for Student Affairs following the decision of the Judicial Hall who will review the Judicial Hall's proceedings and will determine status of the officer in question.

Section 4.

The Judicial Hall shall have the power to revoke club charters as it deems necessary following a judicial hearing before the members of the Hall.

Section 5.

In hearings involving a judge of the Judicial Hall, the Student council shall elect a temporary judge who shall assume all duties of a judge granted herein.

ARTICLE VII

Section 1.

ASB funds are to be spent solely on operating expenses of the ASB and to fund the extra-curricular activities of the ASB for students. No funds can be spent on items not directly related to the service or government of students.

Section 2.

All annual budget surpluses from one academic year will be retained in the general account and available for the next year's budget.

Section 3.

The Treasurer, together with the faculty advisor, will determine the amount of dues to be paid to the ASB by each class in the fourth quarter based on the funds available and the funds needed to perform the duties and activities for the coming school year.

Section 4.

A percentage of the dues received will be placed in the general account in order to fund the general activities and events involving the entire student body. This amount will not exceed more than fifty percent of the total amount received.

ARTICLE VIII

Section 1.

The authority of the ASB and decisions rendered under its authority extend over all students of Saint Augustine High School.

Section 2.

No student organization using the name of Saint Augustine may exist without being affiliated with, or chartered by, the ASB.

Section 3.

No officer of the ASB shall receive monetary payment for services rendered in the fulfillment of his office.

Section 4.

No person shall be denied privileges under the constitution because of race, or political or ideological belief.

Section 5.

Secret ballot systems shall be used in ASB elections.

Section 6.

No person shall hold more than one office in ASB government under this constitution except in situations here provided.

Section 7.

A recall election shall take place under the direction of the Vice-President only after 20% of the electorate has signed a recall petition.

Section 8.

Amendments to this constitution shall be debated by the Student Council and will be permitted by a vote of $2/3$ of the Student Council and shall be ratified by $2/3$ vote of the electorate.