

St. Augustine High School

A Catholic High School for Young Men



Student Handbook 2025-2026

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Mr. Edwin J. Hearn
President

Mr. James W. Horne
Principal

Mr. Gregory M. Hecht
Assistant Principal for Academics

Mr. John P. O'Beirne
Assistant Principal for Student Services

Mr. Michael A. Haupt
Assistant Principal for Auxiliary Services

Mr. Kevin B. DeRieux
Executive Director of Finances and Facilities

Mr. Paul F. Sipper
Director of Admissions

Mr. Matthew S. Linville
Director of Athletics



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The student/parent handbook has been written to provide important information concerning specific rules, policies, and procedures related to the safety and operation of St. Augustine High School.

The goal of the handbook is to help maintain an orderly, nurturing environment for the formation of responsible Christian gentlemen who are prepared for their future responsibilities to church, family, and community. Saints has designed school life and school policies to be fully aligned with the teachings of the Catholic Church and alive with the charism of the Order of St. Augustine.

SECTION I

MISSION, VISION, and PHILOSOPHY STATEMENT OF ST. AUGUSTINE HIGH SCHOOL

MISSION STATEMENT

Our mission is to provide a Catholic liberal arts education for young men in an environment that promotes the development of mind, heart, and body in the Augustinian tradition. By helping to form loving disciples of Jesus Christ we communicate to the world the gospel values of community, truth, and love.

Adopted by the Board of Directors 12/17/08

VISION STATEMENT

Our vision is to excel as a Catholic liberal arts school guided by the Augustinian tradition. We prepare young men to be servant leaders in their families and church as well as academic, civic, and professional communities. We offer opportunities to foster and support intellectual, spiritual, and physical achievement forming Christian gentlemen who are well developed in mind, heart, and body. Saints is a school community with a love of learning that accepts boys and graduates men who change the world.

Adopted by the Board of Directors 11/7/22

PHILOSOPHY STATEMENT

St. Augustine High School is a private, independent, Augustinian, Catholic school for young men dedicated to the enrichment of each student in mind, heart, and body. We believe in the uniqueness of a high school experience in a fraternal atmosphere and tailor instruction to the distinct manner in which young men learn.

We teach and live the Gospel values of community, truth, and love and recognize the family as the primary educator of the student. St. Augustine High School aims to cultivate healthy and resourceful young men who are empowered to use their God-given talents to make a difference in an ever-changing world.

We offer a variety of courses and programs that challenge and nurture each student as he journeys to become a Christian gentleman. We develop the student's intellect within the framework of a college preparatory, liberal arts curriculum. We stress the need for reasoned thought and teach students to integrate knowledge into a coherent view of the world. We guide decision-making grounded in Christian morality and integrity. We promote meaningful service, competitive athletics, and vibrant arts programs. Our approach develops spirituality, character, and servant-leadership in our students.

Adopted, Board of Directors, November 7, 2022

St. Augustine High School, founded in 1922, is a ministry of the Order of St. Augustine (*the Augustinians*).

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.

worship God through liturgy, retreats, and prayer services.

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 lifelong learners.

YOUNG MEN PREPARED TO ENGAGE IN A CHANGING WORLD who

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

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

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

welcome, appreciate, and respect other faiths and cultures.

PHYSICALLY AND EMOTIONALLY DEVELOPED YOUNG MEN who

understand and practice sound care of their bodies.

understand the dynamics of healthy relationships.

utilize resources to become responsible decision-makers and creative problem solvers.

participate in activities designed to make them aware of their personal and spiritual potential.

strive to achieve a healthy balance in their lives.

St. Augustine High School provides an experience and knowledge of Community, Truth, and Love which are characteristics of a Saintsman's formation.

Adopted 11/4/22

HISTORY

In 1922, John Cantwell, Bishop of Los Angeles and San Diego, asked the Augustinians to come to San Diego and meet his greatest pastoral need, a boys' school in the southern part of this 80,000 square mile diocese. The Augustinians, headquartered at Villanova, Pennsylvania, opened St. Augustine High School in St. Vincent's parish hall on September 18, 1922 with 19 students. The school was moved to its current Nutmeg Street site in 1923.

The school was the center of much of Catholic life in San Diego until after San Diego became an independent diocese in 1936. In 1947, the four-classroom Sullivan Hall was added bringing the student body to 350. The 1950's brought with them the completion of Sheehan Hall, Dougherty Gym and an addition to the monastery. By 1959, the school was overcrowded with 800 students. In 1956, the school was the first private school admitted to the San Diego City League and a golden era in Saints' athletics was born.

The 1960's and 1970's witnessed curricular innovations, honors programs and commitment to smaller class sizes. Saints earned a reputation for quality academics and a high rate of college acceptances.

The 1980's saw the computerization of the campus, the beginning of a Development Office, a greater emphasis on an enriched college and personal counseling program, a complete renovation of the chemistry and physics labs and the construction of a weight facility.

The 1990's have included the closing of Bancroft Street, the location of on-campus parking, the addition of a writing lab, renovation of Sheehan/Sullivan Patio, the school's 75th anniversary celebration, an Athletic Hall of Fame, the Shepherding Program for special needs students, a significantly increased endowment fund for tuition assistance, the expansion of our athletic fields, and many other student and campus improvements.

On September 4, 2007, the school opened with new facilities to better serve its students. The completion of the two-story Mendel Hall and the three-story Villanova Hall, along with underground parking for 98 seniors, finished Phase I of the Master Plan. Additionally, Vasey Hall was renovated and modernized to the standards of Phase I.

THE AUGUSTINIANS

The 2,845 priests and brothers of the Order of St. Augustine are active throughout the world in ministries which serve society and the Church. In California and Oregon, in addition to St. Augustine High, San Diego, they serve at Villanova Preparatory School, Ojai, in five parishes, one retreat house, co-sponsor low-income housing in Villa Merced, sponsor an orphanage, Hogar Infantil La Gloria, in Tijuana and work with local churches in a variety of ministries.

In the U.S., Augustinian educational facilities include Villanova University, Merrimack College, and secondary schools in Chicago, Philadelphia, and Tulsa.

Internationally, Augustinian schools are found in Argentina, Brazil, Chile, Colombia, Ecuador, Peru, Uruguay, Venezuela, Dominican Republic, Mexico, Panama, Puerto Rico, Spain, Germany, Holland, Ireland, England, Australia and the Philippines.

With a heritage stretching back to St. Augustine of Hippo (354-430), the Order of St. Augustine is in the tradition of the Mendicant Orders founded in the 13th century. It is an apostolic fraternity at the service of the Church.

Eight Saints graduates are currently members of the Order of St. Augustine in the West.

HOW WE GOT THE NAME "SAINTS"

During the 1926 school year, St. Augustine High School received its more often used name, "Saints." Father George O'Meara, the principal, began calling the school's teams, "Saints," and purchased a spirit banner with the name printed on it. The local sport pages soon began to use the name and it has remained ever since.

THE SCHOOL COLORS

The traditional school colors of St. Augustine High School are **Purple and Gold**. These colors are defined as “Royal Purple and Vegas Gold”.

THE SEAL OF ST. AUGUSTINE HIGH SCHOOL

The school seal is a representation of some of the areas which deeply affect St. Augustine High School. It was designed in 1962 on the occasion of the 40th anniversary of the school. Before then, the seal of the Order of St. Augustine was used as a school seal. In the top left quarter of the school seal is the emblem of the Order of St. Augustine, the religious order that established the school in 1922. The book and burning heart are symbolic of St. Augustine of Hippo, the patron saint of the school. The top right quarter is a representation of the seal of San Diego. The bottom left sector is a representation of a mission arch and bell, indicating the mission heritage of the city of San Diego. The bottom right quarter is a picture of a grizzly bear, one of the symbols of the state of California. The date 1922, indicates when the school was founded in its previous site in St. Vincent's Parish.



The school seal in its entirety then indicates St. Augustine High School, run by the Augustinians in the city of San Diego, the site of the first mission in the state of California.

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
Accommodations Coordinator	Mr. Carl Bronson
Accounting Manager	Mrs. Mariah Strausbaugh
Administrative Assistant – Principal, Academics	Mrs. Leona Stearns
Administrative Assistant – Admissions, Athletics	Mrs. Zorinna Acheron
Assistant to the President's Office	Ms. Holly Ferrari
Alumni Relations Coordinator	Mr. Billy Morstad
Assistant Director of Technology	Mr. Girolamo Carini
Athletic Trainer/Health Services Coordinator	Mr. Richi Klapmeier
Campus Minister	Ms. Rebecca Hammock
Chaplain	Bro. Tony Moreno, O.S.A.
Counselor	Dr. Jerry Rey
Counselor	Mr. Bill Sullivan
Counselor	Mr. Carl Bronson
Director of Advancement	Ms. Casey Callery
Director of Christian Service	Mrs. Jessica Brophy
Director of Counseling Services	Mr. Timothy Golden
Director of Library Media Services	Mr. Jason Alcoser
Director of Technology/ Database Management	Mr. Todd Igelman
Drama Director	Mr. Travis Blumer
Facilities Manager	Mr. Casey Gayton
Intersession Internship Coordinator	Mr. Brian Wallace
Library Assistant	Mrs. Cathy Horne
Maintenance Supervisor	Mr. Roman Estolano
Maintenance	Mr. Alex Hurtado and Juan Sanchez
Manager, Halo Joe's Store	Ms. Holly Ferrari
Mentor Teacher	Mrs. Kate Crachy
Online Book Liaison	Mr. Jason Alcoser
Receptionist	Ms. Priscilla Sandoval
Registrar	Ms. Elsie Lopez

Secretary for Student Services/Lockers
Social Media
Staff Accountant
Strength and Conditioning

Mrs. Kirsten Hadzicki
Ms. Cindy Au
Mr. Daniel Hauk
Mr. Michael Sweat

DEPARTMENT CHAIRS

Computer Science
English
Mathematics
Physical Education
Religion
Science
Social Studies
Visual and Performing Arts
World Languages

Mr. Craig da Luz
Mr. John Lamerato
Mr. Christian Yoakum
Mr. Michael Sweat
Mrs. Kate Crachy
Mrs. Katie Walp
Mr. Christian da Luz
Mr. Greg Hecht
Mr. Brendan Johnston

STUDENT ORGANIZATIONS

Academic Decathlon
Art Club
A.S.B. Moderator
 12th Grade Moderator
 11th Grade Moderator
 10th Grade Moderator
 9th Grade Moderator

Christian Service Hours
French Club
Band / Music Director
Intramural Co-Directors

Interact Club Moderator
Key Club
Letterman's Club
Loyal Sons Moderator
Newspaper Moderator
N.H.S
Shepherd Program 9th Grade
Shepherd Program 10-12th
Spanish Club
Theater Arts
Yearbook Moderator

Mr. Steven Bier
Mr. Greg Hecht
Mr. Gary Osberg
Mr. John Lamerato
Mrs. Kate Crachy
Mr. Aaron Okuley
Ms. Rebecca Hammock
Mr. William Raines
Mrs. Jessica Brophy
Ms. Marie-Line Allen
Ms. Cindy Au
Mr. Jason Alcoser
Mr. John Hickey
Ms. Marie-Line Allen
Dr. Jerry Rey
Mr. Matt Linville
Mrs. Jessica Brophy
Mr. Vladimir Bachynsky

Mr. Brendan Johnston
Mr. Tim Golden
Mr. William Davis
Mr. Travis Blumer
Mr. Gary Osberg

ATHLETICS – VARSITY SPORTS

Baseball	Mr. Craig da Luz
Basketball	Mr. Michael Haupt
Cross Country	Mr. Christian Yoakum
Football	Mr. Ron Caragher
Golf	Mr. Tom Isaak
Lacrosse	Mr. John Tolla
Rugby	Mr. Eric Dent
Swimming/Diving	Mr. Brian Prezlock
Soccer	Mr. Brendan Johnston
Surfing	Ms. Julia Mekrut
Tennis	Mr. Timothy Golden
Track	Mr. Ken Nwadike
Volleyball	TBA
Wrestling	Mr. Moises Pacheco

AUXILIARY ORGANIZATIONS

Alumni Relations Coordinator	Mr. Billy Morstad '12
President	Mr. Phil Sciuto '79
Vice President	Mr. Joe Giammarinaro '89
Secretary	Mr. Paul Hastings '05
Treasurer	Mr. Bryon Johnston '91
 Austin Parents Association	 Mr. James Horne
President	Mrs. Catherine Horne
Vice-President of Hospitality	Ms. Deborah Bourke
Vice President of Communications	Mr. Samuel Ee
Treasurer	Mrs. Karen Gross
Volunteer Coordinator	Ms. Gina Mora
St. Monica Prayer Group	Mrs. Roxanne Chang
Senior Representative	Ms. Myrna Ramirez
Junior Representative	Mrs. Sarah Briere
Sophomore Representative	Mrs. Alicyn Taylor
Freshman Representative	Mrs. Natalie Boeh

ADMINISTRATION, FACULTY AND STAFF

Mrs. Zorinna Aceron: Administrative Assistant for Admissions and Athletics; Southwest High School, BA, University of California San Diego; 16th year at Saints.

Mr. Jordan Adams: (Science); La Salle High School, Pasadena BA, Cal Poly San Luis Obispo, MA, Western Governors University; 8 years teaching experience, 3rd year at Saints.

Mr. Jason Alcoser: Director of Library Media Services, Intramural Co-Director, Online Book Liaison; St. Augustine High School, BA, University of California at Davis, MA, Azusa Pacific University; 29 years teaching experience, 26th year at Saints.

Mrs. Marie-Line Allen: (French) French Club Moderator, Interact Club Moderator; Baccalaureate, Lycee Albert Schweitzer, Mulhouse, France; BA, Faculte Des Lettres, Mulhouse, France, MA, San Diego State University, MA, Princeton University, DEA, Universite de Provence, Aix-En-Provence, France; 35 years teaching, 17th year at Saints.

Ms. Cindy Au: (Music) Music Director; University City High School, BA, San Diego State University; 11 years teaching experience, 11th year at Saints.

Mr. Vladimir Bachynsky: (Religion) Newspaper Moderator; Pontifical Ukrainian Minor Seminary, BPh., University of Pope Urban VIII, STB, University of St. Thomas Aquinas, MA, University of San Diego; 30 years teaching experience, 30th year at Saints.

Mr. Steven Bier: (Social Studies); Nathan Hale High School, BA, University of Wisconsin-Milwaukee, JD, Creighton University School of Law; 3 years teaching experience, 3rd year at Saints.

Mr. Travis Blumer: (English / VAPA / Theater); La Costa Canyon High School, BFA, New York University, Cal State University San Marcos, MA, National University; 8 years teaching experience, 7th year at Saints.

Mr. Carl Bronson: (Social Studies) Counselor, Accommodations Coordinator; Kearny High School, BA Concordia University, Irvine, MS, National University; 12 years teaching experience, 10th year at Saints.

Mrs. Jessica Brophy: (Science) Loyal Sons Moderator; Vista Murrieta High School, BA, University of San Diego, MA, Boston College School of Theology and Ministry; 6 years teaching experience, 6th year at Saints.

Ms. Casey Callery: Director of Advancement; Bishop Kelley High School, Tulsa OK, BA, University of Oklahoma; 33 years PR/Marketing and Graphic Design experience, 23rd year at Saints.

Mr. Ron Caragher: (Physical Education) Head Football Coach; Bellarmine College Prep, BA, University of California Los Angeles, M.Ed. University of California Los Angeles; 2 years teaching experience, 3rd year at Saints.

Mr. Girolamo Carini: Tech Assistant; St. Augustine High School, AA, Fashion Institute of Design and Merchandising-Digital Media; 6th year at Saints.

Mr. Brant Chesser: (English); Franklin High School, TN; MFA, University of the South, M.Ed., University of Georgia, BSBA, University of Tennessee; 19 years teaching experience, 8th year at Saints.

Mrs. Kate Crachy: (Religion) Religion Department Chair, Mentor Teacher, Junior Class Moderator; Xavier College Preparatory, BA, University of San Diego, MA, University of St. Thomas, Houston; 18 years teaching experience; 18th year at Saints.

Mr. Thomas Cudal: (English); St. Augustine High School, BA, San Diego State University, M.Ed., Azusa Pacific University; 47 years teaching/administrative experience, 47th year at Saints.

Mr. Christian da Luz: (Social Studies) Social Studies Department Chair, Online Learning Coordinator; St. Augustine High School, BA, San Diego State University, MA, Grand Canyon University; 29 years teaching experience, 28th year at Saints.

Mr. Christopher da Luz: (Social Studies); St. Augustine High School, BA, National University, MA, National University; 18 years teaching experience, 18th year at Saints.

Mr. Craig da Luz: (Web Design) Head Baseball Coach, Computer Science Department Chair, Webmaster; St. Augustine High School, BS, Fresno State University, MA, American Intercontinental University; 25 years teaching experience, 21st year at Saints.

Mr. William Davis: Spanish Club Moderator, (Spanish); Madison High School, BA, California State University Chico, MA, San Diego State University; 36 years teaching experience, 34th year at Saints.

Mr. Kevin DeRieux: Executive Director of Finance and Facilities; Grossmont High School; BS, Accounting, San Diego State University; 33 years accounting experience, 12th year at Saints.

Mr. Eric Dent: Freshman Class Moderator, Head Rugby Coach, (Spanish); St. Augustine High School, BA, San Diego State University, MA, National University; 30 years teaching experience, 21st year at Saints.

Mr. Robert Duffy: (English); St. Augustine High School, BA, Villanova University, MA, San Diego State University; 27 years teaching experience, 3rd year at Saints.

Ms. Holly Ferrari: Assistant to the President, Manager, Halo Joe's Store; Academy of our Lady of Peace; BA, San Francisco State University; 11th year at Saints.

Mr. Casey Gayton: Facilities Manager; Steele Canyon High School, BA, San Diego State University; 4th year at Saints.

Mr. Joseph Giesing: (Digital Photography, Graphic Design); University of San Diego High School, BA, Platt College; 14 years teaching experience, 11th year at Saints.

Mr. Timothy Golden: (Social Studies) Director of Counseling Services, Counselor, Shepherd Program; Edina High School, Minnesota, BA, University of San Diego, MA, University of San Diego; 14 years teaching experience, 12th year at Saints.

Mrs. Veronica Gormly: (Spanish); Monte Patria High School – Chile, University of La Serena – Chile, MA, Grand Canyon University; 30 years teaching experience, 24th year at Saints.

Mr. Steven Granados: (Mathematics); San Diego School of Creative and Performing Arts, BBA, University of Notre Dame, M.Ed., University of Notre Dame; 23 years teaching experience, 12th year at Saints.

Mrs. Kirsten Hadzicki: Student Services Secretary; Academy of Our Lady of Peace, BS, San Diego State University; 3rd year at Saints.

Ms. Rebecca Hammock: (Campus Minister); La Costa Canyon High School, BBA, University of Notre Dame; MA, University of Notre Dame, MTS, Boston College; 5 years teaching experience, 5th year at Saints.

Mr. Matt Haniger: (Physical Education); Archbishop Mitty High School, BA, University of San Diego; 13 years teaching experience, 2nd year at Saints.

Mr. Daniel Hauk: Staff Accountant; Melbourne High School, Florida, BS, San Diego State; 4th year at Saints.

Mr. Michael Haupt: (Physical Education) Assistant Principal of Auxiliary Services, Head Basketball Coach; Mira Mesa High School, BBA, University of San Diego, M.Ed., University of San Diego; 31 years in education; 31st year at Saints.

Mr. Edwin Hearn: President; Corona High School – California, BA, Loyola University of Los Angeles, MA, California State University Los Angeles; 54 years in education; 19th year at Saints.

Mr. Gregory Hecht: Assistant Principal for Academics, Head Volleyball Coach; Los Alamitos High School, BA, University of California Santa Barbara, MA, Amberton University; 26 years teaching experience, 18th year at Saints.

Mr. John Hickey: (Mathematics); Damien High School; BA, University of California San Diego; 13 years teaching experience, 4th year at Saints.

Mr. Andrew Hitchcock: (Mathematics); Santana High School, BS, Grand Canyon University, M.Ed., Grand Canyon University; 4 years teaching experience, 3rd year at Saints.

Mrs. Cathy Horne: Library Assistant; Pioneer High School, BA, Long Beach State; 11th year at Saints.

Mr. James Horne: Principal; St. John Bosco High School, BA, University of California San Diego, MBA, California State University Long Beach, MA, University of San Francisco; 35 years in education, 23rd year at Saints.

Mr. Todd Igelman: (Computer Science) Director of Instructional Technology; El Cajon Valley High School, BS, San Diego State University, CLAD National University, MA, Grand Canyon University; 26 years teaching experience, 24th year at Saints.

Mr. Tom Isaak: (Mathematics) Head Golf Coach; Navajo Academy, BA, Claremont McKenna College; 25 years teaching experience, 23rd year at Saints.

Mr. Brendan Johnston: (English, Latin) World Language Department Chairperson, Head Soccer Coach, Shepherd Program Director; St. Augustine High School, BA, Marquette University, MA Chapman University; 26 years teaching experience, 26th year at Saints.

Mr. Richi Klapmeier: (Science) Athletic Trainer / Health Services Coordinator; St. Augustine High School, BS, Cal State University, Long Beach, MS, Point Loma Nazarene University; 5 years teaching experience, 5th year at Saints.

Mr. John Lamerato: (English) English Department Chairperson, 12th Grade Moderator; De LaSalle High School, BS, Central Michigan University, MS, Walden University, MA Laura Ann Forest University; 23 years teaching experience, 18th year at Saints.

Mr. Matt Linville: Director of Athletics, Novato High School - California, BA, San Diego State University, MA, National University; 30 years teaching experience, 27th year at Saints.

Ms. Elsie Lopez: Registrar; Academy of Our Lady of Peace; BA, Dominican University of California, 1st year at Saints.

Mr. Kevin Manley: (Mathematics); BS, U.S. Naval Academy, MA, Grand Canyon University; 26 years teaching experience, 26th year at Saints.

Bro. Mauricio Morales, O.S.A. (Religion); Santa Teresa de Jesus (Nicaragua), BA, University of San Diego, MA, San Diego State University, 4 years teaching experience, 4th year at Saints.

Bro. Tony Moreno, O.S.A.: Chaplain, (Religion); Live Oak High School, BS, University of California San Diego, MA, Catholic Theological Union; 1 years teaching experience, 1st year at Saints.

Mr. William Morstad: Alumni Relations Coordinator; St. Augustine High School, BA, San Diego State University; 2nd year at Saints.

Mr. John O'Beirne: Assistant Principal for Student Services; St. Augustine High School, BS, San Diego State University, MA, National University; 34 years teaching experience, 32nd year at Saints.

Mr. Aaron Okuley: (Religion) 10th Grade Moderator; St. Francis de Sales High School, Ohio, BA John Carroll University, MA, Boston College; 8 years teaching experience, 7th year at Saints.

Mr. Ezekiel Oliwa: (Social Studies); St. Augustine High School, BA Boston College, San Diego State University; 7 years teaching experience, 7th year at Saints.

Mr. Gary Osberg: (English) ASB Moderator, Yearbook Moderator; St. Augustine High School, BA, California State University San Marcos, MA, California State University San Marcos; 14 years teaching experience, 14th year at Saints.

Mrs. Janene Palafox: (English) Freshman Class Moderator; West Hills High School, BA, San Diego State University, M.Ed., Point Loma Nazarene; 20 years teaching experience, 11th year at Saints.

Mr. Bennett Poiset: (Science); St. Augustine High School, BS, University of San Diego, MA Alliant International University; 1 year teaching experience, 1st year at Saints.

Mr. Andrew Pruter: (Social Studies); St. John Bosco High School, BA, University of California Los Angeles, MA, California State University Long Beach, MA, Azusa Pacific University; 29 years teaching experience, 14th year at Saints.

Mr. William Raines: (Biology); St. Augustine High School, DC, Life Chiropractic College West, 4 years teaching experience, 4th year at Saints.

Dr. Gerald Rey: (Social Studies) Counselor, Key Club; St. Augustine High School, BS, University of San Diego, MA, PsyD., United States International University; 49 years teaching experience, 49th year at Saints.

Ms. Priscilla Sandoval: Receptionist; Hoover High School, BA, University of California San Diego, MA-Public Administration, National University; 3rd year at Saints.

Mr. Brandon Seacrest: (Art); Troy High School, BS, United States Naval Academy; BFA, Cleveland Institute of Art, MFA, San Diego State University, 3 years teaching experience, 2nd year at Saints.

Mr. Kouta Shimazaki: (Ceramics); Josaikawagoe High School, Saitama, Japan; San Diego State University, Master Ceramic Artist; 31 years teaching experience, 16th year at Saints.

Mr. Paul F. Sipper: (Social Studies) Director of Admissions; St. John Bosco High School, BA, California State University Northridge, MA, San Diego State University Interwork Institute; 26 years teaching experience, 21st year at Saints.

Mrs. Leona Stearns: Administrative Assistant for Academics and Office of the Principal; Maria Regina High School, New York, BA, Iona College; 6th year at Saints.

Mrs. Mariah Strausbaugh: Accounting Manager; Academy of Our Lady of Peace, BS, St. Mary's College; 7th year at Saints.

Mr. Bill Sullivan: (Social Studies) Counselor, (Social Studies); St. John's Jesuit High School, Ohio, BA University of Notre Dame, MA, University of New Mexico, M.Ed., Point Loma Nazarene; 18 years teaching experience, 2nd year at Saints.

Mr. Michael Sweat: (Physical Education) Physical Education Department Chairperson, Strength and Conditioning Coach, Weight Training Supervisor; Lake Washington High School, MS, A.T. Still University, MA, Azusa Pacific University; 21 years teaching experience, 19th year at Saints.

Mr. Michael Theilacker: (Mathematics); St. Augustine High School, BA, San Diego State University; 4 years teaching experience, 4th year at Saints.

Mr. Patrick Thomsen: (English); Kolding Gymnasium, BA, University of Southern Denmark, MA, Pepperdine University; 19 years teaching experience, 8th year at Saints.

Mr. Michael Tompkins: (Religion, Spanish); Kearny High School, BA, San Diego State University, BA, University of Madrid; 15 years teaching experience, 9th year at Saints.

Mr. Brian Wallace: (Religion) Intersession Internship Coordinator; Rancho Bernardo High School, BA Cal State San Marcos; 14 years teaching experience, 11th year at Saints.

Mrs. Kathaleen Walp: (Science) Science Department Chairperson; Academy of Our Lady of Peace, BS, University of San Francisco, MA, University of San Diego; 17 years teaching experience, 14th year at Saints.

Mr. Joseph Wehbe: (Mathematics) St. Augustine High School, BA, UC Riverside, 6 years teaching experience, 6th year at Saints.

Mr. Christian Yoakum: (Mathematics) Head Cross Country Coach; Bishop Montgomery High School, BSC, Santa Clara University, M.Ed., University of San Diego, MCAA, Concordia University; 30 years teaching experience, 19th year at Saints.

SECTION III

RELIGIOUS ACTIVITIES

St. Augustine High School seeks to provide students with a liberal arts education in the Catholic tradition. While Saints admits students from all religious traditions, religion classes are mandatory for all students. Religion classes are only the beginning of the spiritual development of a Saintsman. Religious practice and observance are encouraged in the following ways:

MORNING PRAYER AND PLEDGE OF ALLEGIANCE, ANGELUS

At the beginning of the first block, a representative will begin each school day with a scriptural reading and prayer over the school inter-communication system.

At the conclusion of lunch students will be led in the Angelus Prayer.

WEEKLY SCHOOL MASS

The St. Augustine student body celebrates Mass each Wednesday and on special occasions. Special Masses include the opening of the school year, St. Augustine's Feast Day, Grandparents' Day, Ash Wednesday, Holy Days of Obligation, Junior Mass and the Senior Baccalaureate Mass.

Weekly masses are celebrated by Augustinian priests from the Saints community, local parish priests, and priests visiting the area. Music is provided by the students, faculty and staff, and other local musicians. The sacrament of reconciliation is available each Tuesday during lunchtime on campus for those wishing to receive it.

The chapel is open all school days from 7:00 a.m. to 3:30 p.m. Mass is celebrated daily at 7:00 am in the school chapel for neighbors and members of the community who wish to attend.

The campus ministry team, school chaplain, and all faculty members, lay and religious, are always available for spiritual and personal guidance.

RETREAT PROGRAM

St. Augustine High School offers student retreats for each grade level. The ninth, tenth, and eleventh grade retreats center around the core Augustinian values: Unitas (Community), Veritas (Truth), and Caritas (Love). Freshmen are required to attend the **Freshman Retreat**, which takes place over a weekend in September and focuses on the Augustinian value of Unitas, or unity. This retreat helps freshmen students feel fully initiated into the Saints community through interaction with ninth-grade classmates, upperclassmen leaders, faculty and staff members, and other members of the Saints and local communities.

Sophomores and Juniors are also required to attend one-day retreats that are designed to guide and encourage them as they continue to grow on their spiritual journey. The **Sophomore Retreat** centers around Veritas, or truth. This one-day retreat, which takes place in Balboa Park, allows students to reflect on their time at Saints as they prepare to enter into the second half of their

high school career, as well as reflect on the role that Veritas plays in their social, academic, and spiritual lives, and particularly in their Augustinian Catholic education.

Juniors participate in the **Junior Pilgrimage**, a walking pilgrimage through the local community. During the pilgrimage, juniors spend time in conversation and reflection with their classmates, as well as student and faculty leaders. The pilgrimage is designed to allow them to engage with the local community, learn more about Saints' history in the local area, and spend some time reflecting on their lives through the lens of the Augustinian value of Caritas, or love.

Seniors are eligible to participate in **Kairos**, a three-day, two-night retreat that is designed to allow students the opportunity to reflect on their life journey so far and who God is calling them to be as they prepare to finish high school. Over the course of three days, Kairos retreatants attend witness talks and participate in small group discussions and communal worship, with ample time for fellowship and fun with their classmates. They are led by both faculty and student leaders, who assist them in growing closer to God and to their fellow classmates.

Permission slips and information about each retreat are available through the Campus Ministry office and on the Campus Ministry section of the school website.

CHRISTIAN SERVICE PROGRAM

The goals of St. Augustine High School include developing educated young men who live out the example of the message of Christ through their lives. The Christian Service Program serves the community and seeks to instill a life-long commitment to service in our students.

The Christian Service program at SAINTS strives to help each student diversify their service to have a meaningful and worthwhile experience of the world around them while contributing to it. Each Saintsman must commit to **25 hours of Christian Service per year**, through serving in a minimum of 4 “**service experiences**” which total a minimum of four hours each.

Students may complete all or a part of their service work during the summer. Students are encouraged to seek the guidance of the Director of Christian Service if they have any questions about the suitability of a volunteer site.

Service Immersion experiences are periodically offered to students and are a great way to complete one's service requirement. Details will be available during the course of the year to participate in these immersion programs.

GUIDELINES FOR THE CHRISTIAN SERVICE PROGRAM

Students complete their Christian Service requirement by performing a minimum of 25 hours of service through at least four unique and distinct service opportunities per year. Students may repeat service at the same sites year to year. Students are to record their hours by submitting the “Christian Service Verification Form” to the Director of Christian Service in Campus Ministry. The Christian Service Director will update hours and experiences via CANVAS.

1. Students are encouraged to have completed at least two service experiences totaling 10+ hours by the first Friday in December. The Director of Christian Service will send notice to those who are deficient before the end of the first semester and at the conclusion of the 3rd quarter.
2. All Christian Service is due in Campus Ministry by **Monday, March 23, 2026**.
3. All OFF CAMPUS Christian Service must be filled out on the Off-Campus Service form or on the non-profit agency's official letterhead. Contact information for the agency where the service was performed, supervisor, and dates of service must be included on the form or letter, only one form per site is needed (i.e. if you serve over multiple days, only one form is needed rather than multiple forms for the same service site).
4. Parents may not sign off as the Supervisor for their son's Christian Service hours.
5. Students must be working at an official Non-Profit or Charity agency. Saintsmen may not do their volunteer work at a private residence or business. NOTE:
 - a. "Helping an elderly neighbor" is something that all Christian gentlemen are called to do, do not request service hours for being a good Christian gentleman to your neighbors.
 - b. Working in a workplace, such as a medical office or restaurant, does not qualify for volunteer service hours- even if you are unpaid. This is instead an "unpaid internship," and while a good resume builder, does not qualify for service. Please see the Director of Christian Service if you have questions about a potential site or opportunity.
6. A minimum of four service experiences totaling 25+ hours are required every year one attends Saints. Mid year transfers are required to perform a minimum of two experiences for 10+ hours for the year in which they transfer. Students who are deficient in hours are required to make them up.
7. There are many opportunities to receive service hours by volunteering on campus, examples include: the math tutoring program, participating in Mass Band or as a lector or altar server, service as a Big Brother or a retreat leader, performing for Saints through the music program, or service in athletics as an official team manager. While some hours can be completed at Saints, some should also come from OFF CAMPUS agencies.
8. Any Saintsman who fails to complete his Christian Service each year may not be allowed to participate in any school functions past the deadline for service hours at the end of each academic year, including intramurals.
9. The timely completion of Christian Service is a graduation requirement for St. Augustine High School. Seniors who fail to complete their Christian Service hours may not be allowed to attend any of the Senior activities, including Prom, Grad Night, or the Graduation Ceremony and will have their diploma withheld until the hours are completed.

We hope that SAINTSMEN go above and beyond the requirement for service and actually participate out of a desire to do good for others. Each year, the students, faculty, alumni and friends of St. Augustine High School contribute thousands of hours of service to different communities in San Diego, representing who we truly are as a community of believers who put faith into action. Any questions should be directed to Jessica Brophy, Director of Christian Service, jbrophy@sahs.org.

SECTION IV ACADEMICS

CANVAS, My School App and SCOIR

CANVAS, My School App and SCOIR are web-based programs that keep students and parents/guardians in touch with areas such as student academic performance (grades), classroom information, college counseling and guidance and much more. Every student and parent have his or her own personal username and password. Please refer to your registration materials or contact your grade level guidance counselor for your access information.

GRADING SYSTEM

The semester grading scale is used by the entire teaching staff to indicate student achievement.

The scale of student achievement is:

A - Excellent (90 – 100 % of the points in the course)

The quality of work consistently demonstrates an outstanding comprehension of course content and far exceeds performance standards. The work exhibits exemplary creativity, imagination, initiative and application of material.

B - Above Average (80 - 89 % of the points in the course)

The quality of work consistently demonstrates a superior comprehension of course content and exceeds performance standards. The work exhibits noteworthy creativity, imagination, initiative and application of material.

C - Average (70 - 79 % of the points in the course)

The quality of work demonstrates an adequate comprehension of course content and meets performance standards. The work exhibits satisfactory initiative and application of material.

D - Below Average (60 - 69 % of the points in the course)

The quality of work demonstrates a minimal comprehension of course content and performance standards. The work exhibits insufficient initiative or application of material.

F - Failing (59 % and below of the points in the course)

The quality of work demonstrates an inadequate comprehension of course content and does not meet performance standards.

ACADEMIC GRADE POINTS

Each grade is given a specific number of points. Grade scale is as follows:

A - 4.00 B - 3.00 C - 2.00 D -1.00 F - 0.00

*AP or Honors courses are given a weighted grade of 5.00 for an A, 4.00 for a B, and 3.00 for a C. No weight will be given to a grade of 'D' or 'F' earned in an AP course.

ACADEMIC INTEGRITY POLICY

Academic integrity is a basic guiding principle for all academic activity at St. Augustine High School, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. Academic dishonesty is an affront to the integrity of scholarship at Saints and a threat to the quality of learning.

Any student who is found to have engaged in academic dishonesty will face both academic and disciplinary consequences.

Academically, the student will receive a zero on the assignment and the student's counselor will be notified. Additionally, he will be reported to the Assistant Principal for Student Services who will administer the appropriate disciplinary consequence, up to and including expulsion. Incidents of academic dishonesty automatically exclude and/or revoke student membership in the National Honors Society. Lying to a teacher or administrator may result in further consequences.

The following are examples of academic dishonesty that will not be tolerated at St. Augustine High School.

Academic Dishonesty/Cheating

1. Copying any part of someone else's homework, quiz, test, or any assignment designated as individual work and/or knowingly allowing another student/s to copy answers on a quiz, test, or homework assignment.
2. Using any sources, materials, or equipment not authorized by the teacher.
3. Allowing another student to submit your work in their name.
4. Stealing tests, quizzes, answer keys, or any other assignment belonging to a student and/or teacher.
5. Continuing to work after being instructed to stop.
6. Attempted cheating (e.g. intent to use unauthorized notes on a test or quiz).
7. Violating a teacher's stated policy, instruction, or expectation on an assignment, quiz, or exam.
8. Falsifying grades and/or altering a graded assignment with the intention of resubmitting for an improved grade.

9. Allowing yourself and/or another person to achieve an academic advantage by, but not limited to, the following means: unauthorized use of Artificial Intelligence A.I. (e.g. Chat GPT, etc.) talking, gestures, signs, texting, notes, photos, etc.
10. Collaborating on an assignment without prior permission from your teacher.
11. Plagiarism - Plagiarism means using someone else's ideas or words, or **AI generated content**, as if they are your own. A passage, an interpretation, or a finding in research that is not your own must be properly documented.
12. Any action perceived as giving one an unfair academic advantage.

Plagiarism can be any of the following:

- A. Copying another's work verbatim (word for word without acknowledgement).
- B. Paraphrasing another's work without acknowledgement.
- C. Patching together a paper using different sources without acknowledgement of all those sources.
- D. Using someone else's idea or information that is not public domain or commonly known as your own idea.
- E. Presenting as one's own photographs and/or artwork and not giving proper credit to the original artist.
- F. Submitting work previously done (or simultaneously done) for another course for credit without prior permission from your teacher.

All students learn the proper use of documentation in their English class. Students are strongly encouraged to discuss proper documentation with the teacher and/or consult the MLA website before submitting assignments, papers, and projects in all classes.

Turnitin.com

A student may be required to submit their written homework, assignments, and/or essays online through Turnitin.com, a program that compares the work of a student with that of all written material on the internet as well as all papers submitted by students worldwide on Turnitin.com

Journals

Often students are inclined to write their personal thoughts as part of assignments and notebooks. Student writing, whether for an assignment or personal use, is not private if brought to school or submitted as work for classes. Parents and students can assume that student writing will be read, even casual notes written from one student to another.

CONDUCT

G - Good: The student consistently demonstrates exemplary Christian behavior as expressed in the Student Handbook (Section V). He serves as a model of behavior for his peers.

S - Satisfactory: The student usually demonstrates the expected standards of Christian behavior as expressed in the Student Handbook (Section V). He requires minimal corrective action by the teacher for behavior infractions.

N - Needs Improvement: The student inconsistently demonstrates the expected standards of Christian behavior as expressed in the Student Handbook (Section V). He requires occasional corrective action by the teacher for behavior infractions.

U - Unsatisfactory: The student frequently fails to demonstrate the expected standards of Christian behavior as expressed in the Student Handbook (Section V). He requires frequent or significant corrective action by the teacher for behavior infractions.

GRADING PERIODS AND PROGRESS REPORTS

Grading Periods

The school year is comprised of four quarters. Quarters are divided into approximately nine-week periods. Semesters are comprised of two quarters (end of second quarter is the end of the first semester; end of the fourth quarter is the end of the second semester). The school also hosts a four-week academic Intersession between the fall and spring semesters.

Grading periods occur at the end of each quarter and Intersession and determine student eligibility to participate in any extracurricular activity (includes, but is not limited to, athletics, clubs, ASB/Class Officer position, dances, plays, etc.) for the next quarter. Please refer to the Academic Probation and eligibility section of the handbook for further details.

Semester (end of second and fourth quarters) grades are the only grades that are reported on the permanent record. Report cards are mailed home at the end of each semester.

Progress Reports

All grades are available remotely through CANVAS, and My School App. Teachers are required to post/update grades every two weeks while school is in session. **Please note that these grade posts/updates are intended to serve as ongoing progress reports. It is the responsibility of the parent(s)/guardian(s) and student(s) to access current grade and course information via CANVAS and My School App.**

While the grade post/update periods are the designated times for progress reports on student performance, parent(s)/guardian(s) and student(s) are strongly encouraged to monitor academic progress *throughout the course of the semester* and parents are strongly encouraged to contact

teachers at any time during the school year when there are concerns regarding a student's performance in the classroom.

If the concern is teacher related, the parent must first contact the chairperson for that department. Parents are required to follow this chain of command before contacting the Assistant Principal for Academics.

Please be sure to notify the Office of the Registrar and each teacher if you are unable to access CANVAS and/or My School App from home so an alternative method of communication can be established.

DEFICIENCY NOTIFICATIONS AND 'D/F' GRADES

A deficiency notification/communication is sent, via e-mail, to parent(s)/guardian(s) whose son is in danger of failing a course.

A deficiency notification/communication can be issued at any time up to two weeks before the end of a grading period and must be sent before a teacher can give an 'F' grade. This will be the case for all courses EXCEPT for any course that has been deemed incomplete by the teacher.

A semester grade of 'F' means no credit was earned in that course. Any student who has earned a semester grade of 'F' in a course must make up that grade before returning to school the following school year. 'F' grades are not removed from transcripts even when courses have been repeated. The new grade will also appear on the transcript and will be the grade used for grade point average calculations.

When a student receives a grade of 'F' in any course, the student should retake (remediate) the course during the summer immediately following the school year in which the failure occurred. Any student who receives an 'F' grade and does not make up the grade in summer school may not be eligible to return the following year. If the course is not offered at St. Augustine, arrangements must be made to retake the course at a community college, an approved local high school or an approved online course.

This remediation coursework must be recommended by the department chair for the subject failed and approved by the guidance counselor and Assistant Principal for Academics. For any student who will be taking a course off campus, the course/credit approval form must be completed and submitted to the Registrar's Office. The form is available in the Counseling Center or Registrar's Office.

In mathematics or English, a student may be required to repeat a year of study if so recommended by the department chair and the Assistant Principal for Academics.

First semester (fall) **mathematics** courses in which a student receives a 'D' or 'F' *should be remediated* during Intersession. A student who received a 'D' or an 'F' in **mathematics cannot advance** to the next level before first bringing the grade up to, at least, a 'C' by repeating the

class. Second semester grades of 'D' or 'F' in mathematics must be remediated during summer school.

In order to maintain the integrity of the St. Augustine High School academic program, no student will be allowed to submit more than five (5) semester courses for credit from outside institutions, **whether for remediation or advancement**. 'C' grades are **NOT** eligible for remediation.

A student who receives three 'F' grades in any academic semester may be required to withdraw from St. Augustine High School.

WORLD LANGUAGES

Any student receiving a 'D' grade or lower in the second semester of any first-year world language course must remediate that course before being allowed to advance to the second year of that world language course. Students should strongly consider remediating any 'D' grade earned in any world language course as a 'D' grade can have an impact on the college admissions process. Enrollment in the third year and beyond of any world language course is dictated by prerequisites which can be found in the annual curriculum guide.

FINAL EXAMS

All students must take a final exam if one is required. All final exams should be taken at the regularly scheduled times. Parents should not schedule vacations during the days of exams. Please check the school calendar for the exam dates. Students who miss a regularly scheduled semester exam may receive an 'F' grade for that exam. Exceptions must be approved by the Assistant Principal for Academics.

GRADE INTEGRITY

The teacher of the course determines the grade each student receives for any course of study. Except in the cases of clerical or mechanical error, fraud, bad faith, or incompetence, the determination of the teacher's grade is final. Any requests for grade explanation or clarification must be brought to the attention of the school administration within five working days following the issuance of report cards. No teacher may be asked to change a semester grade once it has been given without the approval of the Assistant Principal for Academics (or determined designee).

LETTERS OF RECOMMENDATION AND/OR SCHOLARSHIP NOMINATION

St. Augustine High School requires that all requests for a scholarship nomination or letter of recommendation (or any kind) be made of Counselors/Teachers via written request or email.

NHS (National Honor Society)

Students in grades 10-12 with a 3.5 (minimum) academic cumulative eligibility grade point average are invited to submit an information form which is used in the selection of members of NHS. In order to be selected as a member you must also fulfill certain criteria in the areas of leadership, service and character. The leadership criterion is considered highly important for membership selection.

Leadership may be interpreted as the number of offices a student has held in school or community organizations, although it is important to recognize that leadership also exists outside campus activities.

Leadership may also be defined in less objective terms. Leadership roles in both the school and community may be considered, provided they can be verified. Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions the candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed.

Character is probably the most difficult criterion to define. The St. Augustine National Honor Society Selection Committee considers the positive as well as the negative aspects of character. All judgments in this and other selection criteria should be free of speculation and rumor. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

THE HONOR ROLL

The Honor Roll is posted each semester. The Principal's List contains the names of all students achieving an academic grade point average of 4.00 or higher. First Honors is given to students achieving all academic grade point averages from 3.50 to 3.99.

A student may earn an Academic Letter at St. Augustine High School by earning a 4.0 (or higher) academic grade point average for three consecutive semesters, beginning with spring semester of freshman year.

A student is awarded a captain's bar for each semester at or above a 4.0 academic cumulative grade point average beyond the initial three consecutive semesters.

GRADUATING WITH HONORS – CUM LAUDE

Any senior that has met all graduation requirements and has achieved an academic cumulative grade point average of 3.6 or higher following the close of the seventh semester will graduate from St. Augustine High School with the distinction of Cum Laude and receive a gold stole to wear during the graduation ceremony.

GRADUATION REQUIREMENTS

Religion	8 semesters	To include Ethics 1
English	8 semesters	To include American Literature and World Literature
Social Studies	6 semesters	To include World History (1 year) U.S. History (1 year) Civics (1 semester) Economics (1 semester)
Math	8 semesters	To include Algebra or its equivalent (excluding summer courses and off-campus courses)
Science	4 semesters	To include Biology (6 recommended)
Language	4 semesters of the same language (6 recommended)	
Visual and Performing Arts	2 semesters of the same discipline	
Speech	1 semester	
P.E.	4 semesters	*Students who participate in any junior varsity or varsity athletic program in their sophomore, junior or senior year will be granted physical education credit for the sport in which they participated. Senior year sports second semester/spring are not eligible for PE credit.
Electives	4 semesters	
Intersession	4 semesters includes one semester of speech	
Christian Service	100 hours	

Required and elective courses should total 260 semester credits. Along with the completion of the above requirements, each student must maintain an academic cumulative eligibility grade point average of 2.00 (C).

ADVANCING TO THE NEXT GRADE LEVEL

Under any circumstances, students must have successfully completed the following number of units to progress onto the next grade level:

Freshmen - Sixty-five (65) units to start the sophomore year.

Sophomores - One hundred twenty (120) units to start the junior year.

Juniors - One hundred ninety-five (195) units to start the senior year.

Note: Students may only take five (5) approved semesters of credit at other schools while enrolled at St. Augustine High School.

A student seeking to take a course outside of St. Augustine must first consult with a guidance counselor before seeking the required prior approval of the Assistant Principal for Academics (please refer to section on coursework from other schools). In order to maintain the integrity of the St. Augustine High School academic program, no student will be allowed to submit more than five (5) semester courses for credit from outside institutions, **whether for remediation or advancement.**

REGISTRATION FOR COURSES

Registration for courses for the following school year takes place during the third quarter. The student, along with his parents/guardians, prepares his next year's schedule by consulting with his guidance counselor, reading the information in the curriculum guide, reviewing graduation requirements, familiarizing himself with the course requirements for admission to the colleges of his choice. Students must have six (6) courses during regular school hours. Enrollment in a zero-block course means a student will be enrolled in seven (7) courses.

Scheduling Procedures

Step 1: Counselors will meet with students during the second semester to help determine course selections.

Step 2: Teachers will take time during class to explain the next level of courses available to the students in their departments, including prerequisites.

Step 3: Students and parent (s)/guardian(s) will consult the Curriculum Guide and complete their course request forms in advance of their designated course request day.

Students who have not submitted the AP contract with appropriate signatures or do not meet the prerequisites as outlined in the Curriculum Guide will not be scheduled into any AP/Honors or advanced course. Students may enroll in *no more than four AP courses* in a particular school year.

SCHEDULE CHANGES - ADDING/DROPPING COURSES

Students/parents/guardians may not request a schedule change during the first week of school unless:

1. An error was made in scheduling a student's course requests.
2. A conflict exists in a student's course requests.
3. A student has taken a course during summer school to remediate a 'D/F' grade or for graduation requirements.

Students/parents/guardians may not request to add or drop a course **after the first two weeks (10 school days) of the first or second semester. Intercession course may not be changed after the second day of class.**

REQUESTS TO ADD OR DROP A COURSE OR AUGMENT A SCHEDULE IN ANY WAY BASED ON TEACHER PREFERENCE WILL NOT BE ENTERTAINED.

Any request to change a schedule or add or drop a course must be facilitated in concert with the student's guidance counselor (or designated member or the counseling department) to ensure that the student, parent(s)/guardian(s), and teacher(s) are aware of, and concur with, the decision to change a schedule or add or drop a course.

The course change form must be completed prior to the add/drop deadline and include all required signatures. The student is responsible for all of the work that was previously assigned in the new course. Any request that does not follow the aforementioned protocols will not be processed. Dropping a course after the aforementioned deadline will result in a withdraw / fail on the transcript.

Courses may be cancelled due to insufficient enrollment or staffing restrictions.

Students/parents/guardians ***should not contact*** the Registrar to initiate any change to a schedule unless requested to do so by a member of the counseling staff or the Assistant Principal for Academics.

MATHEMATICS COURSE ACCELERATION

A student may accelerate in the mathematics curriculum by meeting **ALL** of the following criteria:

Acceleration from Algebra I to Algebra II/Trigonometry by taking Geometry during summer session at St Augustine High School (off-campus course not allowed for this acceleration):

1. Receive an 'A' or higher in both semesters of Algebra I. (please note it is likely that authorization for acceleration will be received prior to second semester grade being

posted. A second semester grade below an 'A' will result in the student being denied acceleration).

2. Consult with current Algebra I instructor and receive acceleration form.
3. Secure the recommendation of the current Algebra I instructor, Mathematics Department Chair, and the Assistant Principal for Academics.
4. Enroll in the summer geometry course at St. Augustine High School (separate registration required).
5. Students receiving a 'C' or lower in the summer geometry course **will not** be eligible to enroll in Algebra II/Trigonometry in the fall.

The same aforementioned protocols are also applicable for **any** current geometry student wanting to accelerate to Honors Pre-Calculus by taking Algebra II/Trigonometry in the summer at St. Augustine High School. This student must receive an 'A' in both semesters of geometry and secure a written recommendation from his current geometry instructor, Mathematics Department Chair, and the Assistant Principal for Academics.

ADVANCED PLACEMENT ENROLLMENT

Enrollment in Advanced Placement (AP) classes requires the following:

1. Teacher(s) recommendation to the Assistant Principal for Academics.
2. An AP contract must be submitted which is signed by parent(s)/guardian(s) and student acknowledging guidelines of the AP course(s).
3. Minimum grade point average and prerequisite criterion (can vary by course - please refer to the most current curriculum guide).
4. Commitment to prepare for the AP Exam.

Weighted or extra grade points for the class are contingent on taking the AP exam.

Students may enroll in ***no more than four AP courses*** in a particular school year. Requests for exceptions to enroll in more than four AP courses may be addressed to their assigned guidance counselor. These exceptions will be considered on a case-by-case basis by the Counseling Department, the Assistant Principal for Academics and the AP teachers involved. A parent-student conference will be held with the counselor and the AP teachers for all parties to understand the commitment made to such an exception.

COURSEWORK FROM OTHER SCHOOLS

In order to maintain the integrity of the St. Augustine High School academic program, no student will be allowed to submit more than five (5) semester courses for credit from outside institutions, **whether for remediation or advancement.**

A student seeking to take a course outside of St. Augustine must first consult with a guidance counselor **before** seeking the required prior approval of the Assistant Principal for Academics. The required form is available from Counseling Center or Registrar's Office. This process must be initiated by the parent(s)/guardian(s) and/or student and completed no later than the two-week

(ten school days) add/drop period in the first or second semester. No outside coursework from other schools (including community college, other accredited high schools, or approved online schools or programs) will be accepted unless the aforementioned protocols are followed.

PRIOR APPROVAL IS REQUIRED FOR ANY COURSE TAKEN OUTSIDE OF ST. AUGUSTINE HIGH SCHOOL

Note: The University of California and California State University do not accept 'D's;' therefore, students should consider summer school for grade improvement.

ATTENDANCE POLICIES

If a student is absent **ten (10)** 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 **nine** 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 (available in the student service's office) accompanied with a note from the parent. Missing a class is considered an absence, whether excused or un-excused. 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 affect 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 of this form will be retained by the student for homework reference.

Attendance Review Board

The Attendance Review Board **may be convened** to hear the specifics of each attendance case in which a student exceeds **nine (9)** absences in any course. The Attendance Review Board is comprised of the Assistant Principal for Student Services, the Assistant Principal for Academics, **the student's counselor** and a faculty member-at-large. The student and his parents 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 work during summer school.

ACADEMIC PROBATION AND ELIGIBILITY

Participation in extracurricular activities is a privilege. Academically ineligible students may not participate in any extracurricular activities (including but not limited to, interscholastic sports and club sports, ASB, Campus Ministry, clubs or select campus organizations). Academic probation and eligibility will result from the following:

1. Eligibility grade point average of less than 2.0 at the close of any quarter or semester.

The student is placed on academic probation, enrolled in the Shepherd Program (if not already enrolled), and is ineligible until grades are posted for the next quarter and a new scholastic ineligibility list is posted.

A student who earns below a 2.0 eligibility grade point average at the close of any quarter or semester is notified in writing that he must earn at least a 2.0 eligibility grade point average by the next quarter.

Students who become ineligible and are placed on academic probation are automatically enrolled in the Shepherd Program and receive a Shepherd Team Action Plan from the Shepherd Coordinator (please refer to Shepherd Program section of the handbook).

The Shepherd Study Skills Course is a part of the St. Augustine curriculum and a student must participate in the Shepherd Study Skills Course as he would any other course at St. Augustine High School.

To regain eligibility status and come off of academic probation, the student is required to achieve a minimum 2.0 eligibility grade point average at the close of the next quarter.

The Shepherd Coordinator, in consultation with the student's parent(s)/guardian(s) and the Assistant Principal for Academics, may recommend that the student continue with the Shepherd Program even after achieving the status of eligible. Therefore, a student may become academically eligible, having achieved a 2.0 eligibility grade point average, and remain in the Shepherd Program.

The day for establishing eligibility is the day following the official posting and issuance of grades by the Office of the Registrar.

Remediation of a grade during Intersession as a result of a grade received on the first semester report card will result in a recalculation of the eligibility grade point average and if the eligibility grade point average is 2.0 or better, the student shall be eligible for the third quarter of the academic year.

If remediation takes place during intersession, an official transcript of the remediated grade must be submitted prior to the start of the 3rd quarter in order for a 1st semester G.P.A. recalculation to take place. Otherwise, the student will remain ineligible until the close of the quarter in which the transcript is provided. Those grades will be used to determine eligibility.

Any student who fails to meet the minimum 2.0 eligibility 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.

Academic Dismissal

Any student who is placed on academic probation (ineligible) three times or earns below a 2.0 eligibility grade point average for two (2) consecutive semesters, or (3) three semesters total, will have his status at St. Augustine High School reviewed by the Assistant Principal for Academics in consultation with the student's present and past teachers. A determination will be made as to whether or not the student will be able to remain enrolled at St. Augustine High School.

The Assistant Principal for Academics may assemble Academic Review Committee in rare select cases. The Academic Review Committee is comprised of the Principal, the Assistant Principal for Academics, the Assistant Principal for Student Services, the Campus Minister, and three members of the faculty (different from any of the aforementioned representatives and one of whom is to be chosen by the student). The student and his parent(s)/guardian(s) will meet with the Academic Review Committee to discuss his status at St. Augustine High School. Following this meeting, the Academic Review Committee may recommend to the Principal either dismissal or continuation with conditions. The final decision rests with the Principal.

A student who receives three 'F' grades in any academic semester may be required to withdraw from St. Augustine High School.

CONDITIONAL ADMISSION TO ST. AUGUSTINE HIGH SCHOOL - ACADEMICS

Some incoming students are admitted to St. Augustine High School on the condition that they are required to enroll in the Shepherd Study Skills Course. The Shepherd Study Skills Course provides students with a number of academic tools and resources that are designed to ensure a successful high school career.

If an incoming student is admitted under this status and fails to receive a 2.0 eligibility grade point average at the end of his first quarter, he will be notified in writing that he must earn at least a 2.0 eligibility grade point average at the end of the next quarter in order to continue at St. Augustine High School. If the student fails to earn a 2.0 eligibility grade point average at the end of the next quarter (and is on track to not meet graduation requirements) he may be asked to withdraw from St. Augustine High School.

THE SHEPHERD STUDY SKILLS COURSE AND PROGRAM

Every student who is conditionally admitted based on academics to St. Augustine High School, is required to be enrolled in the Shepherd Study Skills Course. The Shepherd Study Skills Course assists students with organization, note-taking skills, test preparation, listening skills, and general study skills habits. The Shepherd Coordinator also closely monitors each student's progress and

communicates with the student's parents, teachers, guidance counselor, and the Assistant Principal for Academics. The strategies that these students will learn should assist them to be more productive in the classroom environment. There is no additional cost to the parent(s)/guardian(s) for this course.

Students enrolled in the Shepherd Study Skills Course will be given a Student Support Team Action Plan in an effort to better monitor their growth and progress in each class.

For those enrolled, *in the Shepherd Study Skills Course attendance is MANDATORY.*

As students in the 10th, 11th and 12th grades become academically ineligible at any quarter or semester, they are placed into the Shepherd Program. These upper division students will meet with counseling staff on a weekly basis. Attendance is mandatory.

INTERSESSION

The Intersession Program for the 2025-2026 school year begins on January 5, 2026 and ends on January 30, 2026. Martin Luther King Day will be observed on January 19, 2025. All Intersession courses are a significant part of the graduation requirements for St. Augustine High School. Regular attendance during Intersession is also necessary for a meaningful learning experience. Since Intersession courses are compacted semester courses, students should not miss more than two days of Intersession. If a student is absent three (3) days from an Intersession course, he may be denied credit in that class thus affecting his graduation credits required for the St. Augustine High School diploma.

Every Wednesday during Intersession, school begins with mass followed by the courses in which students are enrolled. Please note that Tie Day attire will be observed on Wednesdays. Students must follow the Intersession Bell Schedule as published in the Student Handbook.

During Intersession, every course which includes those taught on campus, as well as those that take place off campus, (i.e., sports/athletics, internships, and travel courses) will follow ALL regular school policies with respect to grades, attendance, standards of dress, and student discipline.

TRANSCRIPTS OF INCOMING OR TRANSFERRING STUDENTS

St. Augustine High School accepts grades and credits only from accredited schools. Students with credits from a non-accredited school may not be eligible to earn a diploma from St. Augustine High School. Only credits from accredited schools may be used in determining eligibility for a St. Augustine High School diploma.

CLASSROOM PRAYERS

Prayers of Augustinian Students

Direct we beseech You, O Lord,

All our actions by Your holy inspiration and carry them out by your gracious assistance

So that every prayer and good work of ours may always begin from You
And by You be happily ended,
Through Christ our Lord. Amen

St. Augustine's Prayer to the Holy Spirit

Breathe in me, O Holy Spirit, that my thoughts may all be holy. Act in me, O Holy Spirit, that my work, too, may be holy. Draw my heart, O Holy Spirit, that I love but what is holy. Strengthen me, O Holy Spirit, to defend all that is holy. Guard me, then, O Holy Spirit, that I always may be holy. Amen

Morning Offering

O Jesus, through the Immaculate Heart of Mary, I offer you my prayers, works, joys and sufferings of this day in union with the Holy Sacrifice of the Mass offered throughout the world. I offer them for the intentions of your Sacred Heart; the salvation of souls, reparation for sin, the reunion of Christians. I offer them for the intentions of our bishops and all apostles of prayers, in particular for those recommended by the Holy Father this month. Amen.

Augustinian Morning Prayer

Leader: We turn to you,

All: Our Mother of Good Counsel as we seek to imitate your faith-filled life. May we be led by the same wisdom which God sent forth from heaven to guide you along unfamiliar paths and through challenging decisions. Keep us united in mind and heart as we go forward in joyful hope toward the grace-filled freedom that Saint Augustine recommends. O Virgin Mother of Good Counsel hear our prayer as we look to you for guidance. Pray for us to our loving and merciful Father to your Son, our Lord Jesus, the Christ and to the Holy Spirit, giver of all wisdom one God forever and ever. Amen.

Augustinian Evening Prayer

Leader: Let us pray to the Lord of the harvest, who calls men and women to loving service.
(Pause) All glory and praise are yours.

All: God of truth, light of our hearts for you guide your people in the ways of holiness. Help those who follow in the footsteps of Augustine to seek you through mutual love and worship and to be servants of your Church as examples that others may follow. Enlighten men and women to see the beauty of common life in the spirit of St. Augustine and strengthen them in your service so that the work you have begun in them may be brought to fulfillment. We ask this through Christ, our Lord. Amen

The Lord's Prayer

Our Father, who art in heaven, hallowed be Thy name; Thy kingdom come, Thy will be done, on earth as it is in heaven. Give us this day our daily bread; and forgive us our trespasses as we forgive those who trespass against us; and lead us not into temptation, but deliver us from evil. Amen.

The Hail Mary

Hail, Mary, full of grace! The Lord is with thee. Blessed are you among women, and blessed is the fruit of your womb, Jesus. Holy Mary, Mother of God, pray for us sinners, now and at the hour of our death. Amen.

The Glory Be

Glory be to the Father and to the Son and to the Holy Spirit.
As it was in the beginning is now, and ever shall be, worth without end. Amen.

Act of Contrition

O my God, I am heartily sorry for having offended you, and I detest all my sins, because of Your just punishments, but most of all because they offend You, my God, who are all good and deserving of all my love. I firmly resolve, with the help of Your grace, to sin no more and avoid the near occasions of sin. Amen.

Salve Regina

Hail, Holy Queen, Mother of Mercy, our life, our sweetness and our hope. To thee we cry, poor banished children of Eve. To thee do we send up our sighs, mourning and weeping in this valley of tears! Turn, then, O most gracious advocate, thine eyes of mercy toward us, and after this, our exile, show unto us the blessed fruit of they womb, Jesus. O clement, O loving, O sweet Virgin Mary. Amen.

Memorare by St. Bernard

Remember, O most gracious Virgin Mary that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession, was left unaided.
Inspired by this confidence, I fly unto you, O Virgin of virgins, my mother. To thee I come, before thee I stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not my petitions, but in thy mercy hear and answer me. Amen.

Come, Holy Spirit

Come, Holy Spirit, fill the hearts of Your faithful and enkindle in them the fire of Your love.

V. Send forth Your Spirit and they shall be created

R. And you shall renew the face of the earth.

Let us pray. O God, who by the light of Holy Spirit did instruct the hearts of the faithful, grant us in the same spirit to be truly wise and ever to rejoice in His consolation. Through Christ our Lord. Amen.

Prayer by St. Francis

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

Where there is injury, pardon; where there is darkness, light; and where there is sadness, joy.

Divine Master, grant that I may not so much seek to be consoled as to console; to be understood as to understand; to be loved as to love.

For it is in giving that we receive; it is in pardoning that we are pardoned; and it is in dying that we are born to eternal life. Amen.

Prayer by St. Ignatius Loyola

Dear Lord, teach me to be generous.
Teach me to serve you as you deserve;
To give, and not to count the cost;
To fight, and not to heed the wounds;
To labor, and not to seek to rest;
To give of myself and not to ask for reward,
Except the reward of knowing that, I am doing Your will. Amen.

Prayer to St. Joseph

Saint Joseph, father and guardian of virgins, to whose faithful keeping Christ Jesus, innocence itself, and Mary, the virgin of virgins, were entrusted. I pray and beseech you by that twofold and most precious charge, by Jesus and Mary, to save me from all uncleanness, to keep my mind untainted, my heart pure, and my body chaste; and help me always to serve Jesus and Mary in perfect chastity. Amen.

Serenity Prayer by Reinhold Niebuhr

God grant me the serenity to accept the things I cannot change, courage to change the things I can, and the wisdom to know the difference.

Living one day at a time; accepting hardship as the pathway to peace.

Taking as Jesus did this sinful world as it is, not as I would have it; trusting that He will make all things right if I surrender to His will; that I may be reasonably happy in this life and supremely happy with Him forever in the next. Amen.

Angelus

V. The Angel of the Lord declared unto Mary.

R. And she conceived of the Holy Spirit.

Hail, Mary, full of grace.....

V. Behold the handmaid of the Lord.

R. Be it done unto me according to Thy word.

Hail, Mary, full of grace...

V. And the Word was made flesh.

R. And dwelt among us.

Hail, Mary, full of grace...

V. Pray for us, O holy Mother of God

R. That we may be made worthy of the promises of Christ.

Let us pray. Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the Incarnation of Christ, The Son, was made known by the message of an angel, may by His passion and Cross be brought to the glory of His resurrection. Through the same Christ, our Lord. Amen.

SECTION V STUDENT SERVICES

STUDENT CONDUCT PHILOSOPHY

In order to create an environment of Christian living where young men can be free to achieve their potential academically, spiritually and athletically, it is essential to maintain a disciplinary system which stresses the responsibility each student has towards himself and others. St. Augustine students are expected to manifest self-discipline and self-direction. Conduct guidelines at Saints are designed to foster respect for self and others, their person, feelings and property. The basic premise is that no student will prevent a teacher from teaching or another student from learning. Students who choose to disregard school policies will be held accountable for their actions. Maturity, character and Christian values are encouraged and developed by accepting the consequences of inappropriate behavior.

Any conduct unworthy of good citizenship, the orderly progression of the school or at conflict with the teachings of the Catholic Church is prohibited.

Honor Code of Saintsman

Each Saintsman, as a man of God, is called to live out core values of
Community, Truth and Love:

A Saintsman's word is true.

A Saintsman's work is his own.

A Saintsman respects the rights, feelings, and property of others
And encourages others to do the same.

INFRACTIONS CONSEQUENCE

Detention Offenses

1. Class disruption.
2. Tardy to Block 1 or the first activity of any day. Each student will be credited five "No Fault" tardies per semester. After five will result in detention for each violation, no matter what the excuse.
3. Tardiness (except Block 1 or the first activity of any day) of less than ten minutes to class, Mass or assembly. (More than ten minutes will be a truancy).

4. Littering.
5. Throwing, pitching or shooting objects.
6. Eating, drinking (bottled water excluded), chewing gum in the classroom or unauthorized areas.
7. Use of vulgar, blasphemous, or obscene language.
8. Campus misconduct such as running, pushing, punching or rowdiness in the halls, on the stairs, while waiting in lines, during Mass or assemblies.
9. Infraction during the serving of detention. (For example: tardy, talking, leaving for any reason, failure to follow directions).
10. Riding a bicycle, motor operated bike or skateboard on campus.
11. Use of an electronic device or cell phone during school hours without permission.
12. Removal from class. Students removed from class MUST report to the Student Services Office IMMEDIATELY.
13. Failure to return school property.
14. Failure to follow school or class rules or verbal directions.

Referral Offenses

15. Excessive speed on or near campus, failure to observe driving laws, violation of St. Augustine H.S parking regulations.
16. Disrespect to school personnel, students, other persons, property.
17. Present in an unauthorized area on campus during the school day.
18. Plagiarism on papers, cheating on tests or any other classroom assignment.
19. Possession of pornography.
20. Possession of any tobacco product, smoking on or near the school campus.
21. Truancy/unexcused absence from school, individual class(es), Mass, or assemblies.
22. Failure to report to the Student Services Office when directed.

23. Failure to attend a detention.
24. Lying or forgery.
25. Defacing property.
26. Leaving campus during school hours without permission from the Assistant Principal for Student Services.
27. Disrespect to the neighbors of the school or their property.
28. Actions gravely detrimental to the moral or spiritual welfare of other students.
29. Incurable or disruptive behavior which impedes the progress of the class.
30. Pushing or shoving in anger.
31. Use of the school elevators without permission.

Board of Discipline Offenses

32. Class pranks or individual student pranks directed toward the school students or school personnel (including internet postings on social media).
33. 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
*(see Board of Discipline guidelines in this section).
34. Inappropriate actions during test or final exams.
35. Theft, extortion; arson or possession of fireworks.
36. Possession of any weapon.
37. Belligerent or defiant behavior toward the school, its authority or its personnel.
38. Habitual or repeated violation of school rules.
39. Any major offense considered detrimental by the school administration, the good order and/or safety of the school and/or its members.

Suspension Offenses

40. Fighting, assault, battery or threat of force or violence toward students and other persons on school grounds or at school related activities.

- | | |
|----------------------|------------------|
| 41. Three referrals. | 1 Day Suspension |
| 42. Hazing. | 2 Day Suspension |

**** 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 teacher records the detention in MySchoolApp, the student's name date and reason for the detention. Students are responsible for checking their e-mail and MySchoolApp accounts for notification of detention.

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 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 for notifying 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.

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 one faculty members. The decision of the Board of Discipline is confidential.

A student appearing before the Board of Discipline may request a teacher/administrator to attend the meeting to act as an observer and advisor on behalf of the student. The teacher/administrator may participate in the discussion but does not have a vote on the Board of Discipline nor participates in the deliberation.

***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 five school days. 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 Auxiliary Services, the ASB Moderator, a faculty member, and an Augustinian Friar. 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.
3. 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. If the family/student demonstrate opposition to the teachings of the Catholic Church, 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 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

It is the responsibility of the parent/guardian to report a student's absence or tardiness to Student Services within 24 hours or it will be considered a truancy. Any student arriving late to school must check in at Student Services before proceeding to class.

Please fill out the form on MySchoolApp:

- The date of the absence(s) or late arrival
- The reason for the absence(s) or late arrival
- Contact number should we have questions

Early Dismissal Passes

Students are responsible for picking up their pass from Student Services before school, during break, or at lunch.

We do not interrupt class to deliver passes.

Please fill out the form on MySchoolApp:

- Date and time the student needs to leave school
- Reason student is leaving early
- Is the student returning? If so, please leave approximate time of return
- Contact number should we have questions

We ask that you fill out the form the day before so that we can prepare the pass and have it ready for your student the next day. However, should you discover your student needs to leave the same day, please request the pass at least three (3) hours before the student needs to leave campus. Please note that during finals, we cannot disturb the class and off-campus passes will not be issued. Students cannot leave during class and are expected to stay for the entire period.

If a student is absent **ten (10)** class periods in any course, he may be denied credit in that class for the semester.

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

ATTENDANCE REVIEW BOARD

The Attendance Review Board **may be convened** to hear the specifics of each attendance case in which a student exceeds **nine (9)** absences in any course. The Attendance Review Board is comprised of the Assistant Principal for Student Services, the Assistant Principal for Academics, **the student's counselor**, 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. St. Augustine High School believes that a student's appearance has an impact on his attitude and behavior at school. It should educate him in what is appropriate dress for the proper time and place.

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 report into to the Student Services Office the following day in the Tie Day Dress Code. If the following day is a Tie Day they will report the following 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 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. In all instances the school reserves the right to restrict fads or fashions that reflect negatively on the school, the person, or do not reflect the standards of Christian decency.

The dress code is applicable while on campus or representing St. Augustine High School in a school related function or athletic event. This includes intersession.

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 denim pants may be worn. 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 turtleneck 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 shoes 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 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 multicolored shoes. No Crocs, Uggs, 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.

8. 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 above the eyebrows and may not extend below the top of the collar or below the top of the ear.
- There must be an appearance of hair on the scalp (shaved heads are not acceptable).
- Hair length maximum is 3.5 inches.
- Shaving of the scalp, mohawks, lines, **ponytails** or designs anywhere on the head are not acceptable.
- 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. No 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-sleeved shirts may not be worn under short sleeve shirts.
- f. No facial make-up, no nail polish or fingernail 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, sweatshirts and sweaters are not to be worn under school vest or jackets.
5. Pants - The guidelines for 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 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 SCOIR 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.

LETTERS OF RECOMMENDATION AND/OR SCHOLARSHIP NOMINATION

St. Augustine High School requires that all requests for a scholarship nomination or letter of recommendation (or any kind) be made of Counselors/Teachers via written request or email.

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, SCOIR, 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. Counselors will guide and advise students and families in ways that conform to the teachings of the Catholic Church. 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.

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.

STANDARIZED 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 is 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 Saintsman, 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.

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 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 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 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. Headphones and ear buds should never be used on campus.
- **Use of these devices in the classrooms or restroom 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, restrooms, 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 rearview 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 school's 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 2:00 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.

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.

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.

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.

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.**

TEXTBOOKS

We are partnered with Follet Virtual Bookstores to provide textbooks for the 2025-2026 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 1, 2025.

Workbooks and pocketbooks will be sold to students individually as needed during the year from the bookstore. 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.

Athletic Department Policies

Athletics are an important component of the overall mission of St. Augustine High School. To help student-athletes, parents, and coaches better understand and navigate the athletic process, some general information and policies are listed here.

Participation in athletics requires a current year physical signed by a doctor be on file with the athletic trainer, acceptance of the “permission to treat”, and completion of all online forms found within the MySchoolApp registration process, and registration and deposit are paid.

- **Athletic Calendar & Seasons:**

Saints athletic seasons are defined by the CIF Master Calendar, which defines Fall, Winter and Spring seasons, including tryout periods. All student-athletes who are interested in participating on a Saints team will be allowed to try out during the official tryout period. Tryout periods may vary due to injury, or involvement in a previous season of sport. If there is a need for a tryout time outside of the designated time scheduled by the coach, the student-athlete and/or his parents are asked to arrange with the coach in advance for a later tryout period.

Particularly at the varsity level, the 3 seasons of sport often overlap due to playoffs. The current, in-season sport is the expected priority. It is the responsibility of the student-athlete to have these discussions with the coaches involved in the overlap, so that a sufficient tryout can be arranged and both players and coaches can properly balance the relationship between sports and seasons.

- **Team Cuts & Playing Time:**

While Saints does offer some sports that do not have cuts, there are some sports that do have to make cuts at the end of the tryout period. When an athlete is cut from a sport, we encourage the student-athlete to meet with his coach to gain an understanding of why he was cut. Parents/guardians can contact the coach about the cuts after the student-athlete has had an opportunity to meet with the coach.

It is a privilege to be on a Saints athletic team; there is no guarantee of playing time.

- **Club Sports:**

Saints does sponsor three club sports throughout the year. The club sports are held to the same standards as our CIF Sport offerings. All the policies and guidelines within this document include our three Saints-sponsored club sports (beach volleyball, rugby, and surfing).

The three club sport seasons are defined by the school and the coach. The season of sport and first allowable practice dates are defined by the Asst. Principal, the AD, and the coach, and in conjunction with the CIF calendar and sports. Club seasons will use a “normal” period between the first practice and first allowable contest (typically 10 days, not including Sundays). End dates are defined before the beginning of that season and will have been cleared by the Asst. Principal and AD.

The policies and guidelines here do not pertain to external club sports (non-Saints affiliated teams). Student-athletes or parents should contact the Asst. Principal or AD if they have questions about external club sports coinciding with CIF athletic participation. Participating in an external club sport/team, “showcase” event, or camp may affect CIF eligibility. Student-athletes are responsible for openly communicating with their coaches.

- **Academic Eligibility**

For both our CIF and club sports, athletic eligibility at Saints is determined at every grading period (each quarter). Student-athletes must have a 2.0 grade point average. In such a case, the student-athlete is unable to compete in all interscholastic competitions until the end of the next official grading period, assuming a 2.0 grade point average has been achieved. Each head coach is allowed to make their own decision to allow academically ineligible student-athletes to continue practicing.

Academics is a top priority for all Saints athletic teams. Additional explanations and criteria can be found in the CIF Greenbook.

- **Attendance**

Student-athletes must be in attendance for at least half of the school day in order to participate in extracurricular athletics. This counts for practices and games. Being on a field trip, a school-sponsored retreat, or off-campus for something like Intersession counts as in-school attendance.

- **Varsity Letters**

All varsity head coaches will define their standards for what constitutes the earning of a varsity letter. The standards for one sport may be different for another sport. For varsity sports, this will be outlined by the varsity coach at the pre-season parent meeting.

Once a varsity letter has been earned, student-athletes can see the AD for the ordering instructions for a letterman’s jacket.

For junior and senior students on varsity rosters, a “Scholar Athlete” patch will be awarded for those students who have earned a grade point average of 3.0 or higher in the most recently completed official grading period, relative to their season of sport. This award is only given once.

- **Quitting a Team:**

Quitting a team is not an acceptable practice at St. Augustine High School. Student-athletes are encouraged to honor their commitment and finish what they started. There are valuable life-lessons to be learned through athletics and team involvement.

Quitting prior to a team's first official competition (or an equivalent timeline when there has been an approved delay in the tryout period) is not in violation of any policy. Below are the procedures for when a student-athlete quits a team after the first competition: When a student-athlete quits a team after the first competition, two things will happen:

1. The student-athlete will be ineligible to train, tryout, or participate in other team-related activities with another sport until the original sport season has concluded. It is the student-athlete's responsibility to keep the upcoming sport coach informed to coordinate an appropriate and approved tryout period once eligibility is reestablished. This is a separate policy from any academic eligibility rules.
2. The student-athlete must attend a meeting with the Asst. Principal and/or AD. At this meeting, the policy here will be reviewed, and the student-athlete will have a chance to share in his decision-making process. Failure to meet will remove any possibility of appeal (see below).

Following the student-athlete's meeting with the Asst. Principal and/or AD, the family may request an appeal with the Athletic Panel. Only one appeal will be heard, and the appeal must be requested within one week of the student-athlete's meeting with the Asst. Principal and/or AD. The Athletic Panel will consist of the Asst. Principal, AD, and a varsity head coach (of a sport not involved in process). The student-athlete at least one parent/guardian must attend. The student-athlete can also request a faculty member of his choosing to attend on his behalf. The Athletic Panel will hear the case, review, and then determine if the circumstances dictate the consequences for quitting remain, be altered, or removed. If the consequences remain, the student-athlete will not receive a varsity letter for that season and be ineligible for consideration for the Gold Medal for Athletics.

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 senior 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 graduating senior who has excelled preferably in at least two sports, 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, preferably in at least two disciplines for at least two 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, (the three-quarter grade point averages are averaged) excluding summer school courses, zero block courses, Intersession courses, independent study, online, and off-campus courses. Calculations are carried only to the second decimal point and calculations are not rounded up or down.

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 (e.g. zero block courses) and any summer school Intersession, independent study, online, or off campus courses are excluded from the G.P.A. computation. Calculations are carried only to the second decimal point and calculations are not rounded up or down.

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.

AUSTIN PARENTS ASSOCIATION (APA) AWARDS

The Austin Parents Association (APA) sponsors four awards on an annual basis for members of the graduating class. Nominees for these awards are determined at the department level and selections are made by way of department vote with subsequent ratification of the department chair. The department chair then notifies the Assistant Principal for Academics of the awardees. Awards are given for outstanding achievement in Music, Drama, Art, and Newspaper.

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 November 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 November. **Parents must reapply each year for tuition aid.**

Due date for financial aid applications for all families is – January 14, 2026

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 Blackbaud Tuition services for the processing of parent account payments. Each family has established an account with Blackbaud 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 Blackbaud:

1. By check: make checks payable to Blackbaud Tuition and include your 13-digit Family ID number on the check to ensure payment is posted to the correct account. Payments must be received prior to your established due date. Mail payments to Blackbaud Tuition P.O. Box 54228, Los Angeles, CA 90054-0228.
2. Online: access your account at any time through your MySchoolApp account.
3. By telephone: contact Blackbaud to make a payment by phone or to establish automatic payments. Blackbaud'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

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 to 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 to 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, box of name cards, Baccalaureate Mass/Commencement facilities costs and diplomas. The fee is payable at the beginning of the fourth quarter. Additional announcements and other Graduation paraphernalia can be purchased through Herff Jones Company.

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 any time 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 November 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 ensure 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
Cocaine
PCP
Amphetamines
Opiates**

**Alcohol
Steroids
Designer Drugs such as
LSD, XTC/ Ecstasy
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.

ALMA MATER

When the twilight shadows gather
Out upon the campus green.
When the blue and purple night
Comes stealing on the scene:
Loyal sons of St. Augustine
Sing a hymn of praise
To our dear old Alma Mater
And our high school days.

St. Augustine, St. Augustine
When we leave your sheltering walls.
We shall leave an echo ringing
Through your treasured halls.
We will leave an echo ringing
In the starlight cold
While our memories are singing
“Purple and the Gold”.

When the last big game is over
and the last roll call is heard.
When the oldest pedagogue
Has had his final word
We shall come to Alma Mater
In our dream again
With a prayer to St. Augustine
and a strong Amen.

FIGHT SONG

Fight on you Saints.
Keep your heads in the air.
March down the field for
Dear St. Augustine High School
Cinch up your belts and fight on
For her name:
Go, go you Saintsmen and you'll
Win this game.

St. Augustine High School

School Phone (619) 282-2184

Web site address: www.sahs.org

Attendance (619) 282-2184 extension 5513

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