



2025-2026 PARENT/STUDENT HANDBOOK



2025-2026 Theme: Anchored in Hope

“We have this hope as an anchor for the soul, firm and secure.”- Hebrews 6:19

Saint Augustine Catholic School

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Saint Augustine Catholic School
2025-2026 Parent/Student Handbook
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A Letter from the Principal

Dear Students, Parents, and Guardians,

Welcome to Saint Augustine Catholic School and the **2025–2026 academic year!** We are blessed to partner with you in guiding the academic, social, and spiritual growth of your children. It is a privilege to collaborate with you in supporting their success and development.

This year, our theme is “**Anchored in Hope**”, drawn from **Hebrews 6:19: “We have this hope as an anchor for the soul, firm and secure.”** This verse reminds us that our hope in Christ keeps us steady in both challenges and triumphs. As a school, we remain dedicated to academic excellence while helping students deepen their faith and moral development.

To help ensure a safe and thriving environment, we ask all families to review the **Parent-Student Handbook** carefully. It outlines our policies and expectations and serves as an important guide throughout the year. At the end of the handbook, you’ll find documents that require your review and signature. Please return these by **September 12, 2025**.

Thank you for entrusting us with your child’s education. Your support and involvement strengthen our community and make a lasting difference in the lives of our students.

Educationally yours,

Dr. Anika Logan

Principal

A Letter from the Pastor

Dear Parents/Guardians and Students,

Welcome back to the beginning of the 2025-2026 school year! Building on the great momentum from last year - thanks to a great faculty and staff and the enthusiastic and dedicated leadership of Dr. Anika Logan who completed her first year as principal, we look forward to an even more amazing year ahead.

Much has happened in our nation and world since this time last year including many challenges and uncertainty in the lives of many. It is precisely for this reason that we have chosen as the theme, "Anchored in Hope," to guide us through this academic year! As people of faith, we are called to stand on the firm foundation of hope and faith and to ensure that even in an unstable world, we provide a sure and reliable anchor for our children to grow and thrive.

Our school's legacy of resilience began over 167 years ago when our founding parishioners, driven by the urgent mission of providing a Catholic education, held classes in their own homes. From these humble, faith-filled beginnings, a powerful community spirit was born. That same spirit of faithful determination saw us through two pandemics: The Spanish Flu in 1918 and COVID 19 in 2020.

As I reflect on my 21 years as pastor at Saint Augustine, I am reminded of the ongoing responsibility to continue this great legacy of faith, education and character formation. The children entrusted to us need our guidance and support today as much as ever. With the start of a new academic year, we have a fresh opportunity to make a profound difference in their lives. Let us commit together to making this a truly impactful season.

This handbook is designed to foster a strong partnership between home and school. Inside, you will find our shared expectations and commitments, which will guide us as we work together this year. May God bless you and your family, and grant our entire school community a successful and fruitful year!

In service to our God and His children,
Fr. Patrick A. Smith
Pastor

Introduction

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

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

We also offer vibrant after-school activities which includes fencing, basketball, soccer, spelling bee, lego club and art club.

The Purpose of the Parent/Student Handbook

The Handbook exists to foster the efficient operation of Saint Augustine Catholic School. It is a contract between the parent, the student, and school. To meet this objective, the administration can impose consequences for any behavior that may have a negative impact on the cooperative relationship between the school, students and families.

In order to ensure and to maintain this cooperative relationship, students and their parents are required to sign and submit the *Handbook Acknowledgement Form* found in the appendix or on the school's website. Signatures acknowledge receipt, understanding, and willingness to comply with the policies/procedures outlined herein.

In appropriate circumstances, the principal has the discretion to take actions other than those specified in this Handbook. The school maintains the right to amend the contents of this Handbook at any time and will notify all stakeholders.

History of Saint Augustine Catholic School

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

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

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

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

Throughout its history, the anchor of Saint Augustine Catholic School has been the staunch commitment, love, and financial support of the parishioners of Saint Augustine Church. This remains true today! Saint Augustine School holds the distinction of being the second oldest Roman Catholic Parochial School in the Archdiocese of Washington, and the first Catholic school dedicated to educating Black children. Today, children from diverse backgrounds continue to receive an excellent Catholic education rooted in a rigorous curriculum and a foundation of faith, hope, and loving service to our neighbors near and far. This year we celebrate 165 years and our students and faculty represent over 25 countries.

Our Mission

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

Our Vision

At Saint Augustine Catholic School, our goal is to become the top educational institution in the area and a guiding force within the community. We aim to achieve this by prioritizing student-focused teaching methods and fostering the growth of Catholic principles in each and every child.

2025-2026 Theme

Our spiritual theme for this academic year is based on Hebrews 6:19, "We have this hope as an anchor for the soul, firm and secure." This theme signifies our dedication to guiding our students on an educational journey that strengthens their moral foundation, anchoring them firmly in the virtues and teachings of the Catholic faith. It emphasizes that the hope we find in Christ provides a secure and unshakeable basis for their character development and decision-making, upholding our longstanding commitment to excellence.

Sacramental Programs

The sacramental life of students in the Catholic tradition is an important component of the religion program at Saint Augustine Catholic School. All Sacramental preparation activities during the school year, such as retreats, practices, etc. are mandatory.

Parents are required to be active partners in the preparation of their children for these sacraments. Parents and students understand and acknowledge the Roman Catholic religious nature of Saint Augustine Catholic School. All parents must complete and submit the *Sacramental Information Form* found on the school's website.

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

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

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

Weekly School Mass

All students attend weekly Mass, every **Friday at 8:15 am** at Saint Augustine Catholic Church. Periodically, students are required to attend Sunday Mass at Saint Augustine Catholic Church. Parents will be notified of these particular Masses through the weekly *Halo Report*, the calendar, and/or the school website. Parents are always welcome to attend weekly Mass and other religious services with their children.

Policies and Procedures

Hours of Operation

School Hours (Daily Instruction for Students)

The school day for all students begins at **8:00 am** every day.

Students will report to the Saint Augustine Room for morning prayer **Monday through Friday**. Students not in the Saint Augustine Room or at Mass by 8:00 am are considered tardy.

All students are dismissed at **3:30 pm**, except on half days, the day before scheduled holidays, and as posted in the calendar, *Halo Report* or announced due to inclement weather. School closes each day with prayer.

Front Office Hours

The front office is open **Monday through Friday** from **7:30 am to 4:00 pm**.

Teacher Office Hours

Teachers usually have office hours **Monday through Friday** from **3:30 to 4:00 pm**. However, every teacher is not available after 3:30 pm every day. Parents must make appointments in advance to meet with teachers (email is encouraged).

Before and After Care Program Hours

Optional Before Care operates **Monday through Friday** from **7:00 to 8:00 am**, free of charge.

After Care operates **Monday through Friday** from **3:45 to 6:00 pm**, at a cost, except on half days, the day before scheduled holidays, and as posted in the calendar, *Halo Report* or announced due to inclement weather. The yearly fee for After Care is **\$1,875.00**. The daily drop-in fee is **\$30.00**.

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

After-School Activity Hours

After-School activities take place from **3:45 to 6:00 pm**. If an activity is extended after hours or takes place on the weekend, instructors will provide advance notice to parents.

Students who are not in After Care, must be picked up immediately after the ending of their After-School activity. If this is not honored, students will be admitted to After Care and a **\$30.00 daily drop-in fee will be charged**.

Admission Policies

Nondiscriminatory Policy

The Archdiocese's Admissions & Non-Discrimination Policy can be found on the website of the Catholic Schools Office of The Roman Catholic Archdiocese of Washington at <https://adwcatholicschools.org/non-discriminationpolicy/>

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

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

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

Student Records and Transfer Policy

Saint Augustine Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the U.S. Mail.

No student records will be forwarded to another school until Tuition Office accounts have been satisfied.

Withdrawal Policy

Parents of students withdrawing from school must notify the front office and tuition manager of the intended withdrawal and clear all accounts (hot lunch program, tuition, textbooks, after care, and other fines or fees).

Families who withdraw during the final quarter are not entitled to any refund or prorated tuition. All Parents must attend an exit interview prior to their transfer/withdrawal.

It is essential that students be withdrawn properly in order that the records can be transferred to their next school.

Attendance Policies

Absences

Regular attendance is considered essential for learning at Saint Augustine. When a student is absent from school, parents must call the school before 8:30 am on the morning of an absence.

Upon returning to school, the student must bring a formal doctor's note for medical absences of three days or more. These notes must be given to the front office.

Parents are encouraged not to plan vacations during scheduled class time. It is very difficult to make-up for missed class lessons. **Teachers will not be expected to make individual, tutorial lessons for students whose families have chosen to vacation during scheduled class days.**

Students who are absent from school are not permitted to participate in any afterschool activities. This includes, but is not limited to, field trips, athletics, and dances.

Sufficient notice should be given to the school in order to provide expected student work to be completed while absent. Failure to provide sufficient time may result in an unexcused absence.

Excused Absences

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

1. Illness of the student (after three days of illness, student must provide medical documentation that indicates that the student is able to return to school);
2. Medical or dental appointments;
3. Death in the student's immediate family;
4. Attending a judicial proceeding;
5. Suspension or exclusion from school by administration;
6. Temporary closing of facilities or suspension of classes due to inclement weather, official activities, holidays, malfunctioning equipment, unsafe or unsanitary conditions, or other conditions requiring closing or suspension of classes; and
7. Other absence(s) approved in advance by the principal upon the written request of a parent.

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

Unexcused Absences

Any unexcused absent student will receive a phone call inquiring about the status of the student.

When any student has three or more unexcused absences, the principal shall notify the students and parents in writing of a mandatory conference to address the issue.

Students who have ten days or more of unexcused full school day absences will be considered truant. Saint Augustine Catholic School follows the Archdiocese of Washington and District of Columbia Office of the State Superintendent of Education policy on attendance.

Any student accumulating 40 or more unexcused absences within a full school year shall not be promoted, and the school must file a formal truancy complaint.

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

Arrival

Students must be dropped off at the Front Door (V St.). Please follow the traffic directions given by the staff on duty.

We work in partnership with parents to encourage each student to develop as an independent learner. Therefore, parents should allow their child(ren) in Kindergarten - 8th Grades to enter the school building on their own each morning.

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

Dismissal

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

On early dismissal days if a student is not picked up by 12:30 pm the family will be charged \$30.00 for late pick-up.

Students must participate in afternoon prayer and are not permitted to leave or be picked up between 3:00-3:30 pm.

Parents picking up a child early are required to show photo ID. The front office must be advised in writing if a student is to go home with someone other than their parent or by a different means on any given day. Identification will be required from anyone other than their parents ([See Non-Custodial Parent Policy](#)).

Tardiness

Students are to be on time to begin the school day. School begins with prayer in the Saint Augustine Room at 8:00 am. Tardy students disrupt the class and lose valuable learning time. Being late is also upsetting to the student who is tardy. Therefore, tardiness is taken seriously. Students will not be admitted late to class without a tardy slip issued by the front office. Parents of students who arrive late to school consistently will be required to have a conference with the principal.

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

Tardiness will affect the Perfect Attendance Award.

8th Grade High School Shadow Visits are considered “excused” tardies.

Emergency Policies and Procedures

Fire Drills

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

- Students and teachers are to rise in silence when the alarm sounds. Close the windows and doors.
- They should walk briskly to the assigned place in a silent, single file line. Students will return to the building and classroom when the signal is given.

Communication

Official school-wide emergency communications are sent using the School Messenger weekly phone system.

Crisis Plan

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

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

1. Saint Augustine Church
2. Off Campus – Meridian Public Charter School – 2120 13th Street NW Washington DC 20009

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

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

Health and Medical Policies

Medical Notifications

Parents are required to submit a student’s medical record pertaining to any life threatening illnesses and allergies and medication their child(ren) have at the beginning of each school year or upon the time of enrollment. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid. If medication changes at any time, parents are asked to inform the school.

Immunization Policy

All students in the Archdiocesan Catholic schools shall be immunized in accordance with the immunization requirements and the guidelines of The Roman Catholic Archdiocese of Washington. Exemptions are provided on a temporary basis to those applicants with a physician-documented medical reason. The law requires school aged children to be fully immunized in order to attend school. In addition, full immunization reflects Catholic moral teaching which urges parents to immunize their children against serious infectious diseases given the grave risk of non-vaccination to other students and the population as a whole.

Medication

If a student must take any medication in school, it must be prescribed by a doctor and sent to the front office in the original container received from the pharmacy. All medication must be listed on the *Student Medication Authorization Form*. Medication must have the following information on its label:

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

Only the Saint Augustine Catholic School nurse or other trained medical technicians are allowed to administer medicine to students. Parents may come to the school to administer the medicine to their child. Students will not be permitted to administer their own medication, with the exception of an asthma inhaler. All student medication must be kept in the front office with their name clearly marked on the medication or on a bag containing the medication. Any medication, with the exception of an asthma inhaler, found in the possession of the student will be confiscated.

Medication on Field Trips

Protocols for field trips will include timely notification of the nurse. Medications including an EpiPen® and a copy of the student's *Emergency Health Care Plan* will be brought along on the field trip. The adult carrying the medication and/or EpiPen® will be identified and introduced to the student as well as the other chaperones.

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

Asthma Inhalers

Saint Augustine Catholic School recognizes that asthma is a medical condition affecting many students. Immediate access to inhalers is vital. Students are encouraged to carry their inhaler as soon as the parent, doctor or nurse, and class teacher agree they are mature enough.

Parents are asked to ensure that the school is provided with a labeled spare inhaler. Parents must label all inhalers with the student's name. Parents of students who bring an inhaler to school are required to fill out and submit an *Inhaler Authorization Form* found on the school's website.

Allergies

All parents are required to fill out and submit an *Allergy Agreement and Action Plan* found on the school's website.

If a student is in need of an Epi-Pen, his or her parent is required to complete an *Epi-Pen Authorization Form* which can be obtained on the school's website and submitted to the front office. All staff are instructed to call 911 in case of emergency.

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

Food Allergies

Saint Augustine Catholic School recognizes that life threatening food allergies are a serious condition affecting many students. In order to minimize the incidents of life-threatening allergic reactions, Saint Augustine Catholic School maintains a system-wide policy for addressing life-threatening allergic reactions and maintains an *Emergency Action Plan* for any students whose parent or physician have informed the school in writing about a life-threatening allergy.

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

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

Allergens in the School Environment

The school does all that it can to ensure the school environment is favorable to students who suffer from various allergies. The school takes as much precaution as possible, not to use allergy-triggering chemicals or materials in science and art classes.

Inclement Weather Policy

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

Mandatory Fundraising Policy

In order to maintain an affordable education, Saint Augustine Catholic School conducts one yearly special fundraiser that generates funds for tuition assistance. As a school community rooted in Catholic values, we need to rely on one another to accomplish our goals. Therefore, families are expected to raise \$120.00 per child, annually. This can be done through participating in our Annual World's Finest Chocolate Fundraiser. (Note: this does not include fundraisers for athletic teams, school clubs or trips). If this requirement is not met, the fundraising fee will be added to your account and will be billed to you at the end of the school year.

School Communication Policy

The School uses multiple modes of communication with parents:

1. The Halo Report is a weekly parent newsletter. In order to ensure that all communication from school reaches home in a timely manner, students in Pre-Kindergarten 3 through 8th grades will receive communications in the Halo Report which is distributed weekly via email and/or hard copy;
2. Official school-wide emergency communications are sent using the School Messenger Weekly phone system; and
3. FACTS Management is an integrated, centralized, secure cloud-hosted solution that serves Saint Augustine Catholic School. Parents can see their child's attendance, grades and assignments in real time. The system offers web-based delivery, mobile accessibility and the dedication to support communication between the school and parents.

Academics

Accreditation

All Archdiocese of Washington Schools were accredited by [Cognia](#) in 2022.

Curriculum

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

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

Pre-Kindergarten 3 through 2nd Grade follow the Savvas Learning Company Curriculum.

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

Grading

Grading Scale for Pre-Kindergarten 3 through 3rd Grade

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

Social Development, Work Habits and Motor Skills Scale

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

Grading Scale for 4th through 8th Grade

A = 93 – 100

E = Excellent

B = 85-92

G = Good

C = 77-84

S = Satisfactory

D = 70 – 76

U = Unsatisfactory

F = 69 or below

Report Cards

Pre-Kindergarten 3 through 3rd Grade are issued a Standards Based Expectation Report Card required by the Archdiocese of Washington.

Pre-Kindergarten 3 and 4 and Kindergarten are issued Report Cards twice a year during the 2nd and 4th quarter. 1st - 3rd Grade are issued report cards every quarter. Report Cards are distributed every quarter.

4th through 8th Grade Report Cards are issued every quarter and are distributed during Parent-Teacher Conferences.

The 4th quarter Report Cards are mailed to each student's address on file.

Report Cards will not be distributed if tuition, library fines, lunch fees or After-School Care Program fees are outstanding.

Deficiency Notices

Any grade below D (70%) or NE is considered a failing grade. A written deficiency notice will be given to students and mailed to parents between each grading period

Testing

The [Assessment of Religious Knowledge \(ARK\) Test](#) is given to all students once a year in the Spring. Teachers use the test results to help students advance their religious education.

The [Northwest Evaluation Association \(NWEA\) Map Growth Assessments](#) are the adopted standardized tests on Reading, English and Math in the Archdiocese of Washington. This test is administered to students in 2nd through 8th Grades, three times a year, in Fall, Winter, and Spring.

5th and 8th Grade students are given a Science Test each year.

8th Grade students take the High School Placement Test (HSPT) in the Fall.

Homework

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

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

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

All students are expected to complete assignments for each subject at the particular grade level; including homework packets distributed during Christmas, Easter, and Summer breaks.

Homework Policy on Vacations

Parents are encouraged to schedule trips or family outings during school breaks and closings to eliminate interrupting a child's learning process. Missed assignments are the student's responsibility. **Teachers are not required to give make-up tests or assignments for absences due to personal family vacations.**

Textbooks

Textbooks and other supplementary materials are selected according to Archdiocesan guidelines. All students are required to return the textbooks that were issued to them at the beginning of the school year. **There will be an additional fee charged for books that are lost, or damaged.**

Library

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

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

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

Title Programs

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

Promotion Policy

Advancement to the next grade in Saint Augustine Catholic School is based on a student's daily performance, test results, attendance, recommendations of teachers, and the student's ability to complete work successfully on a more advanced grade level. Promotion to the next grade depends on successful completion of all subject areas.

Retention Policy

The Administration will recommend the repetition of a grade, tutoring, or summer school as a requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

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

8th Grade Graduation

Upon graduation, 8th Grade students have completed their instruction at Saint Augustine and have become alumni and are no longer students of the school. Therefore 8th Grade students should not return to school. Parents **should make other arrangements** for their 8th Grade child(ren) to stay at home after graduation.

Kindergarten Graduation

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

Awards

At Saint Augustine Catholic School, students in grades 4-8 are eligible for academic recognition at the end of the first three quarters.

There are two categories of honors:

- **Honor Roll:** Awarded to students who achieve all A's and B's for the quarter and maintain good conduct throughout the school year.
- **Principal's Honors:** Awarded to students who achieve all A's for the quarter and maintain good conduct throughout the school year.

Yearlong certificates are provided at the *End-of-the-Year Awards Ceremony* for 1st through 8th Grade students. Awards are given to no more than two students per grade/homeroom.

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

The Kindergarten Awards ceremony will be held during their graduation.

The following awards will be given at the *End of the Year Awards Ceremony*.

Spirit of Saint Augustine Award: Values Code

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

Grades: Pre-Kindergarten 3 - 7th Grade

Criteria:

Reflects consistent values code characteristics:

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

Exhibits interest in the Catholic faith

Saint Charles Lwanga (catechist) for Excellence in Religion

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

Grades: 4th - 8th Grade

Criteria:

Academic effort

Appropriate conduct

Academic achievement (A's and B's)

Exhibits interest in the Catholic faith

Goes above and beyond the norm

Saint Teresa of Calcutta Service Award in Volunteerism/Community Service

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

Grade: 8th GradeCriteria:

Commitment to service outside of school above and beyond the classroom

Light the World projects

Saint Cecelia Award for Excellence in Music

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

Grades: 4th - 8th GradeCriteria:

Displays effort and cooperation in music performance and learning
Academic Achievement (A's and B's)

Active participation in Musical Programs

Goes above and beyond what is expected in the curriculum

Dr. Charles Drew Award for Excellence in Science

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

Grades: 4th - 8th GradeCriteria:

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

Active participation in class

Goes above and beyond what is expected in the curriculum

Saint Thomas Moore Award for Excellence in Social Studies

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

Grades: 4th - 8th GradeCriteria:

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

Active participation in class

Goes above and beyond what is expected in the curriculum

Saint Michael the Archangel Award for Excellence in Math

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

Grades: 4th - 8th Grade

Criteria:

Displays effort and cooperation in class

Academic Achievement (A's and B's)

Exhibits interest in Math

Active participation in class

Goes above and beyond what is expected in the curriculum

Langston Hughes Award for Excellence in Language Arts

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

Grades: 4th - 8th Grade

Criteria:

Displays effort and cooperation in class

Academic Achievement (A's and B's)

Exhibits interest in Language Arts

Active participation in class

Above and beyond

Public Speaking

Great poet

Jackie Robinson Award for Excellence in Physical Education

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

Grades: 4th - 8th Grade

Criteria:

Displays effort and cooperation in class

Academic Achievement (A's and B's)

Exhibits interest in applied Physical Education

Active participation in class

Goes above and beyond what is expected in the curriculum

Health and physical education

Saint Joseph Award for Excellence in Art

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

Grades: 4th - 8th Grade

Criteria:

Displays effort and cooperation in class

Academic Achievement (A's and B's)

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

Saint Teresa of Avila Award for Excellence in Spanish

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

Grades: 4th - 8th Grade

Criteria:

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

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

Saint Augustine Pastor's Award

An 8th Grade young man who embodies the leadership and moral character of Saint Augustine Catholic School

Grade: 8th Grade

Criteria:

Exhibits high Moral Character
 Shows Leadership

Commitment to Community Service
 Follows the person and message of
 Christ

Saint Monica Principal's Award

An 8th Grade young lady who embodies the leadership and moral character of Saint Augustine Catholic School

Grade: 8th Grade

Criteria:

Exhibits high Moral Character
 Shows Leadership

Commitment to Community Service
 Follows the person and message of
 Christ

Discipline

Conduct

In accordance with the stated philosophy of the school, which emphasizes deep respect for human dignity and uniqueness of every individual, each student should be considerate of the rights of others in all interactions. All students are expected to cooperate with the policies of the school and their classrooms which are designed to foster mature development, mutual respect and personal responsibility. The Discipline Committee establishes and enforces the school discipline rules.

Prohibited Items: Items such as, but not limited to, inappropriate books/reading materials, pictures, knives, guns, matches, cigarettes, radios, toys, trading cards, cell phones, smartwatches, laser lights, CDs, iPods, Kindles, Notebooks, Note Pads, iPads, mp3 players, fidget spinners, cameras, or anything that will detract from a learning environment are not allowed at school at any time. Key chains and toys may not be attached to student backpacks.

Prohibited items confiscated from students will only be returned to Parents after consultation.

Grave conduct violations such as: stealing, cheating, inappropriate use of social media/electronic devices; violation of personal space; plagiarism, threatening students or faculty will be investigated by the Discipline Committee or their designee and consequences will be determined by the principal or Discipline Committee. Consequences will range from Wednesday Detention, Saturday School, and suspension or expulsion.

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

Parental Conduct

Safety is of utmost importance. Care and concern for each other are hallmarks of the school. To further ensure the safety and protection of our children, all Parents who visit during the school day must first report to the front office. When the school day begins, the school accepts its responsibility for the safety and care of the students. Therefore, the school will supervise all interactions between visitors and students. No one is permitted to open any door for a parent or visitor. All parents and visitors must enter through the Front Door (V St.).

Student Behavior

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

Academic Dishonesty

If a student is caught cheating, plagiarizing or using CHAT-GPT (or any other Large Language Model), the first offense will be a 0 on the given assignment, the second offense will be a 0 on the given assignment and suspension, a third offense will be a 0 on the given assignment, suspension and an academic probation.

Plagiarism, cheating, or the use of any Artificial Intelligence (AI) (e.g., ChatGPT) will result in the following consequences:

- **First Offense:** A grade of 0 for the assignment.
- **Second Offense:** A grade of 0 for the assignment and suspension.
- **Third Offense:** A grade of 0 for the assignment, suspension, and academic probation for the remainder of the semester.

Academic Probation

A student will be placed on academic probation for the remainder of the quarter that the disciplinary incident took place. At the conclusion of the probation the principal and teacher will evaluate the student's academic performance as well as behavior records. They will make one of the following recommendations based upon their evaluation:

1. The academic probation will be lifted from the students.
2. The student continues on academic probation for an additional quarter.
3. The student is disqualified from their further attendance at Saint Augustine.

Bullying (Prevention Programming)

As a Catholic School, Saint Augustine Catholic School believes and teaches that each of us is called to love our neighbor and to treat them with respect. Saint Augustine Catholic School is committed to providing a safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyberbullying. Bullying, harassment, and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. Students should report such acts to the teacher, principal, assistant principal, or counselor. The parent of the alleged victim will be notified of an investigation after the act is reported. The parent of the alleged perpetrator will be notified of the same investigation. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Reprisal or retaliation against anyone who reports acts of bullying, harassment, and intimidation is strictly prohibited. All reports of reprisal or retaliation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

Bullying, harassment, and intimidation means any intentional written, verbal, or physical act, including electronic communication (telephone, cellular phone, computer, pager, iPod, etc.), that:

1. Harms an individual; damages an individual's property; substantially interferes with an individual's education or learning environment; or places an individual in reasonable fear of harm to the individual's person or property; and
2. Occurs on school property; at a school activity or event; on a school transportation vehicle or bus; or substantially disrupts the orderly operation of a school.

Support for victims or bystanders of bullying, harassment, or intimidation may include counseling, resource support, and other support services as appropriate.

Students involved in repeated harassing/bullying behavior will face disciplinary action up to and including suspension and/or expulsion. Students who commit acts of bullying, harassment, or intimidation will be required to participate in anti-bullying programming or counseling. Students making false accusations of harassment/bullying will face disciplinary action up to and including suspension and/or expulsion.

Cell Phones and Smartwatches

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

No tolerance policy: Students may not carry or use cell phones or smartwatches at any time.

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

No cell phones or smartwatches may be used during Before Care or After Care. Cell phone or smartwatch use in school results in a 1 day suspension and a mandatory meeting with the Discipline Committee and/or the principal.

Refocus Forms

Students may be given a Refocus Form by their teacher or any staff member for you to discuss with him/her at home. Please sign the Refocus Form and return it to school. Refocus Focus set the accountability with the students, making sure students can redirect their energy in a positive manner. The students should establish a better report with the teacher and parent.

Students given three refocus forms will receive detention. The fourth refocus form will result in a suspension. After three suspensions the students will be placed on a behavior contract. A breach of the behavior contract will result in your child being asked to withdraw or face expulsion from Saint Augustine.

Detention

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

Suspension

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

The following infractions are examples of grave infractions that are likely to result in an automatic suspension: possession of a weapon or destruction of property, severe use of profanity towards staff or peers, physical harmful/ threatening contact between students or staff (respecting the personal space of peers and staff), unsafe behavior, academic dishonesty (i.e. cheating), skipping class, inappropriate use of technology, possession of drugs, edibles, vapes or alcohol on school property.

The principal has the final decision on suspensions.

Expulsion

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

Dress Code

Daily Uniforms

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

The uniform should be clean and pressed with all buttons attached and hem intact. Shirttails should be tucked in while a student is on campus unless the uniform style shirt includes an elastic band at the waist. Belts must be worn at all times when a shirt is tucked into pants with belt loops. Belts may be navy, brown, or black. Skirts should be no shorter than three inches above the knee.

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

Girls may wear uniform Pants with belts from November 30th through March 31st.

Shoes

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

Hair

It is mandatory for all students that hair be kept its natural color. Boys’ hair must be cut to collar length or above, including locs. **Boys are not permitted to have rat-tails, shaved stripes or symbols, mohawks, skater cuts or spiked hair.** Crew cuts and flat tops are acceptable for boys. Boys’ bangs must be above the eyebrows. Girls are not permitted to have hair hanging in their eyes or mousse to stand up. Hair accessories must coordinate with the school uniform colors (navy blue, clear and white) and remain in the hair at all times. Headbands must be thin, no wider than one and a half inches.

Jewelry

Girls may wear one pair of non-hoop earrings not larger than a dime. Boys may not wear earrings of any type.

Jewelry should be limited to one watch and one ring. Simple crosses or holy medals on a thin gold or silver chain may be worn but must be tucked into uniform shirts so they are not visible.

Smartwatches are not allowed to be worn during the school day.

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

Students may not wear the following items:

- ripped jeans
- jean leggings or jeggings
- biker shorts
- pajama pants
- tank tops
- low cut, sheer, crop tops or spaghetti strap blouses/tops
- t-shirts with inappropriate writing
- jogging suits with inappropriate writing
- shorts shorter than three inches above the knee
- skirts shorter than three inches above the knee
- clothing that is extremely tight
- hats
- colorful socks i.e. not black, white or navy
- tennis shoes
- light up shoes
- crocs
- tennis shoes that convert to roller skates
- make-up
- colored lip gloss
- colored nail polish
- artificial nails
- hoop earrings (no larger than a dime)
- large earrings
- visible necklaces
- colored beaded bracelets
- wristbands of any kind
- body piercings, with the exception of pierced ears
- colored or hologram contact lenses
- visible tattoos of any kind
- smartwatches

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

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

Physical Education Uniform

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

- Navy micromesh nylon uniform shorts with school logo at least knee length (boys/girls).
These are worn when the morning temperature is higher than 60 degrees.
- Navy gym T-Shirt with school logo
- Navy heavyweight sweatpants with school logo
- Navy heavyweight sweatshirts with school logo
- T-Shirt with Saint Augustine Logo (available at Flynn and O'Hara)
- Crew Socks must be worn with sneakers. (All Black or All White).
- Black and/or White Athletics Shoes

The Uniform Company

Uniform components (pants, skirts, jumpers, blouses, shirts, sweaters, as well as P.E. Navy heavyweight, sweatshirt and sweatpants with school logo) may be purchased through:

Flynn and O'Hara School Uniform

Phone 1-800-441-4122

School Code#: DC032

To order online visit: www.flynnohara.com

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

Parent Information and Resources

Archdiocesan Catholic School Counseling Services

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

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

After-School Activities

After-School activities take place from **3:45 to 6:00 pm**. If an activity is extended after hours or takes place on the weekend, instructors will provide advance notice to parents.

Students whose after-school activities start later than 3:45 pm and are not enrolled in After Care will be directed to wait in a classroom until their activity begins.

Students who are not in After Care, must be picked up immediately after the ending of their After-School activity. If this is not honored, **a \$30 drop-in fee will be charged.**

Before and After Care Program

Optional Before Care operates **Monday through Friday** from **7:00 to 8:00 am**, free of charge.

After Care operates **Monday through Friday** from **3:45 to 6:00 pm**, except on half days, the day before scheduled holidays, and as posted in the calendar, *Halo Report* or announced due to inclement weather.

After Care students are provided with a snack and homework assistance.

After Care costs **\$1,875.00** per year. The daily drop-in rate is **\$30.00**.

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

Students who are not picked up by 6:00 pm will receive:

1. A phone call reminding you to pick up your child(ren) on time.
2. Repeated failure to pick up your child from After Care on time will result in your child not being allowed to attend the After Care Program. Students who are not enrolled in the

After Care Program or who are not registered in an After Care school activity that meets on that date must be picked up by 3:45 pm. If a student is not picked up by 3:45 pm, he or she will be placed in the After Care Program for that day. Parents will be charged the daily rate of \$30.00 per child for using this program. The fee will be added to their FACTS account.

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

Child Abuse Laws

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

Field Trips

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

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

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

Students who are participating in the field trip must travel to and from the field trip with their class. Parents are not permitted to bring their child directly to the field trip location.

The Discipline Committee and teachers may determine as a consequence that a student should not be allowed to attend a field trip. The Administration will notify the parent before the field trip of their child's ineligibility. ***A student who has lost the privilege to go on a field trip is to stay home.***

Parents of a child with certain medical conditions may be asked to accompany their child on a field trip. This decision will be at the discretion of their homeroom teacher.

Chaperones

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

All chaperones must be VIRTUS trained (See [Volunteer Policy](#) or visit the school website).

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

Gifts

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

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

Home School Association (HSA)

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

Lockers

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

Students in 6th through 8th Grade should purchase a **combination** lock to use to protect their personal items.

Students may enter their locker during designated times.

Students should only place academic materials, such as, but not limited to, books, notebooks, and writing utensils in the lockers. Non Academic materials such as mirrors and stickers are not allowed. Students are not permitted to hang items or write in lockers.

Lost and Found

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

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

Lunch Program

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

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

Non-Custodial Parents

Emergency contact information for each child is to be kept current in the school's office. It is the parent's responsibility for keeping that information current. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

Non-custodial parents are welcome to review their child's records unless there is a court or legal agreement prohibiting such access. The school may notify the custodial parent of a request to review records.

Non-custodial parents will not be allowed access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.

Office Records

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

School transcripts will only be issued to other educational institutions.

Parties

The front office and Homeroom teacher must be notified and approve all party requests. Birthday parties are only permitted during the lunch hour or after 2:30 pm in the classroom. Room parents may assist the classroom teacher as requested. Room parents must be VIRTUS trained prior to volunteering or assisting in the classroom. Birthday treats may be brought to school for students to take place during lunch. We request that birthday treats be already prepared into individual servings.

Principal's Office

No one is to walk into the principal's office without an appointment, or permission from the School Administration upon arrival. (Preferably the Administrative Assistant)

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

School Safety

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

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. If a student makes a threat against another student, faculty or staff, the police will be notified and an investigation will be conducted. Once the investigation is complete, the school will take immediate corrective actions to include but not limited to suspension and/or expulsion.

School Property

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

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

Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or have to replace damaged or lost text books before any final reports, transcripts, or diplomas are presented.

Telephone

To the extent parents need to communicate with their sons or daughters during the school day, they must call the front office. At no time should parents call students on cell phones during Before Care, school hours, or After Care. Permission to use the telephone must be obtained from the front office. **The office phone is a business phone and students are permitted to use it only in case of an emergency.** Forgotten homework, athletic equipment, etc. does not constitute emergencies.

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

Transportation

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

Title IX

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

Visitor Policy

School visitors (parents, volunteers, etc.) must come to the front office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. When signing the visitor book, you must include your name, cell number where you can be reached, make and model of your vehicle and tag number in case you must move your vehicle.

If a parent is coming to visit a specific teacher, please call the Office to make an appointment with the teacher.

If a parent is coming to volunteer, they must be **VIRTUS trained**.

Volunteer Policy

All volunteers, chaperones, and classroom helpers must be VIRTUS trained.

The Parent Volunteer(s) will work closely with the Administration, teachers, staff, and Home School Association Members. All volunteers are required to complete the Archdiocese of Washington’s **Protecting God’s Children Training (also known as Virtus Training)** and

obtain a background check. **All volunteers must meet the Archdiocese of Washington's guidelines regarding VIRTUS training.**

Please follow the steps below:

1. Please visit VIRTUS Online <https://www.virtusonline.org>
2. Click on the left first time registrant
3. Select your organization
Washington DC, Archdiocese
4. You will be asked to create a USER ID and Password
5. When asked for affiliation select
Saint Augustine Catholic School
6. Select volunteer when prompted
7. Choose a location and date for your VIRTUS training class (any location, any date)
8. Upon conclusion of your class, please bring the certificate of completion to the Church Office (1419 V Street NW) for instructions on final steps for VIRTUS trained status.

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

Virtus trained parents may act as a "room parent". A room parent will facilitate communication between parents and the teacher, school administration, and/or Home School Association, and support the teacher in needs that may arise.

Parents must notify the office of their desire to volunteer. If a parent wishes to volunteer his or her services on a given day, please be mindful of appropriate dress and behavior.

Tuition and Financial Aid

Tuition

The Governance Committee establishes tuition for Saint Augustine Catholic School annually. Tuition may be paid yearly, monthly, quarterly, or semi-annually. Payments using direct debit or credit card are collected through the FACTS Tuition Management Company. Payment in full by credit card can also be made through FACTS. Information on FACTS Management and the payment options is available on our website.

Mandatory Fees for SY 2025-2026 for Pre-Kindergarten 3 through 8th Grade:

Tuition Rate per child	\$6,750.00
Books/Technology – (Non Refundable Fee)	\$350.00
Activity Fee (2 activities per year) (Non Refundable Fee)	\$350.00
Kindergarten Graduation Fee – (Non Refundable Fee)	\$150.00
8th Grade Fee – (Covers four High School Placement Tests, Mandatory Graduation Fee and Class Trip)	\$648.00

Optional Service Request Fee for Pre-Kindergarten 3 through 8th Grade:

After Care	\$1,875.00
Daily drop in fee	\$30.00
Hot Lunches	\$900.00
Daily rate if you choose not to pay the yearly fee.	\$5.00

Tuition Payment Options

- Full Payment:** Full payment less a discount of 5% if paid by **July 1, 2025**. “Full payment” is the annual tuition minus tuition assistance provided by the Archdiocese, the parish or other foundations.
- Semi-annual Payments:** Tuition is paid in two installments, **August 2025** and **January 2026**.
- 10 Month Installment Plan:** Tuition is paid in ten (10) equal installments beginning **August 2025** and ending **May 2026**.
- 20 Bi-Weekly Installment Plan:** Payments due on the 15th and 30th of each month beginning **August 2025** and ending **May 2026**. The school abides by the Tuition Policy of the Archdiocese of Washington.

Parents that do not choose Payment Schedule A must enroll with FACTS Payments are deducted from the parent's checking or credit card account by the designated due date (5th or 20th). FACTS charges an annual fee of \$50, which is deducted upon completion of the agreement.

Delinquent Tuition Policy

If tuition is not current at the end of the month, the student(s) may not be permitted to attend classes at the beginning of the next month unless the parent contacts the Tuition Manager. 8th Grade students will not be able to participate in any school activities, if they are delinquent in tuition payments. If tuition is not current at the end of the school year, the student(s) may not be permitted to register for the next school year nor have transcripts forwarded to another educational institution. In addition, final report cards and/or diplomas will be held until tuition payment is received in full.

Non-Sufficient Funds (NSF) Policy

Families whose tuition payments are **returned more than three times** due to Non-Sufficient Funds (NSF) will no longer be eligible for automatic payment deductions. Future payments must be made in person, on a monthly and timely basis, to the Tuition Manager, Ms. Lynn Teran, to avoid further action. Accepted forms of payment will be:

- Cash
- Money Order
- Cashier's Check

Refunds for Student Withdrawals

Parents/Guardians who withdraw their child(ren) **before the start of the school year** will be charged **one month's tuition**. Once the school year has begun, tuition will be **pro-rated from the first day of school through the date of withdrawal**. Refunds will not be considered until the School Office/Tuition Manager has received an **official written notice of transfer/withdrawal at least one (1) month in advance**. If less than one month's notice is given, **one month of tuition will be forfeited**. Once a student is accepted, the following fees are **non-refundable**: Registration Fee and One Month's Tuition. The school reserves the right to withhold report cards, transcripts, and student records if any balance remains unpaid for tuition, fees, or additional expenses.

Financial Aid

The following tuition assistance and scholarship programs are available:

Archdiocese of Washington

The open application period for the 2026-2027 Archdiocesan Tuition Assistance Program begins in the Fall of 2025. The deadline for returning families to apply is in December 2025. The deadline for new families to apply is in February 2026.

To apply, log in to your TADS account, and select the Financial Aid tab. There you will find the online application. If you have any questions regarding the application process or necessary documents, please select Tools and Resources which is also located under the Financial Aid tab. If you have any additional questions, please contact TADS at 1-800) 477- 8237.

REMINDER: You must apply to and receive a financial aid award from the ADW Tuition Assistance Program in order to apply for Pastor Tuition Aid and other financial aid which is offered to those families in need of Tuition Aid.

Serving Our Children Opportunity Scholarship Program (OSP) 2025–2026

The maximum scholarship award is \$10,000.00; any remaining tuition or fees above this amount are the responsibility of the parent/guardian and must be paid in full by Monday, December 1, 2025. Failure to meet this payment deadline will result in the student's temporary school suspension until the account is current.

Parents and Guardians are required to sign OSP checks within five (5) days or less of notification. Families are responsible for all expenses not covered by the OSP scholarship. Failure to sign checks on time or cover additional expenses may result in an interruption of your child's enrollment.

To apply, visit: <https://servingourchildrenc.org/>

Internal Tuition Assistance

Need based aid is provided when available. A completed [TADS tuition aid application](#) must be on file for consideration.

Academic Scholarships

Tuition aid intended to reward superior academic achievement regardless of financial need.

Registration/Re-Registration

The \$375.00 Registration Fee for new students must be submitted with the application. (\$375.00 includes a \$25.00 Home School Association Fee).

Returning students must reserve their spot by paying the Re-registration Fee. The registration fee schedule is as follows:

- 1 child - \$375.00
- 2 children - \$475.00
- 3 or more children - \$575.00

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

All Registration Fees are **NON-REFUNDABLE**.

Registration for the next school year will open in January. All students will be screened prior to admission, in accordance with Archdiocesan policy.

All new applicants who do not pass the entrance exam will be refunded \$200.00 of the paid registration fee.

A \$35.00 fee will be applied for each returned check made payable to Saint Augustine Catholic School.

In order to best serve you and ensure accurate tracking of payments, all payments must be made through FACTS.

Registered and active parishioners receive a \$500.00 rebate.

Please address all tuition, financial aid and registration questions to the Tuition Manager, Ms. Lynn Teran, by phone at 202-265-1470 or email at lteran@saintaugustine-dc.org.

Right to Amend

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

Technology and Internet Usage Form

Student and Parent Responsibilities

All Students:

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

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

Shall not violate any local, state or federal laws.

Shall not engage in cyber-bullying behavior.

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

Shall never use the technology in bathrooms or locker rooms.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

All students understand and acknowledge:

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

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

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

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

All parents understand and acknowledge:

Parents shall be responsible for reading and reviewing the terms listed above with their child.

Parents shall be responsible for any damages, claims and expenses resulting from their child's use of the school's Technology Equipment.

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

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

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

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

Print Student Name _____

Print Parent Name _____

Parent Signature _____ **Date** _____

Please sign and submit this form to your child's Homeroom Teacher by Friday, September 12, 2025.

Photo and Social Media Release Form

I _____ give my consent or _____ do not give my consent to the participation of my child or children in interviews, the usage of quotes, the appearance in photographs, movies, print or video tapes for promotional purposes.

I _____ grant or _____ do not grant the right to edit, use and reuse these words and images in the promotion of Saint Augustine Catholic School.

Print Student Name _____

Print Parent Name _____

Parent Signature _____ **Date** _____

Please sign and submit this form to your child's Homeroom Teacher by Friday, September 12, 2025.



School Handbook Acknowledgment Form

Archdiocese of Washington Catholic Schools
Saint Augustine Catholic School

Student & Parent/Guardian Information

Student's Name:

Last

First

Grade:

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

Print Student's Name and Grade Level

Mother's Name:

Last

First

Father's Name:

Last

First

Parent/Guardian Acknowledgment*

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

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

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

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

Student/Parent ☺ Teacher ☺ principal ☺ Pastor/Canonical Leader ☺ Catholic Schools Office ☺ Superintendent

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

best interests of the church and school and will comply with the policies of the Archdiocese of Washington and Saint Augustine Catholic School.

Name(s) of Parent(s)/Guardian(s):

_____ *Mother*

_____ *Father*

Signature(s):
