

PARENT & STUDENT

HANDBOOK

2019-2020



AUGUSTINE
— P R E P —

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Welcome Letter from the President

Dear Parents,

Thank you for joining us in the 2019-2020 school year! We are excited to partner with you and your family as we continue this journey together to ensure your child achieves to his/her maximum potential. Our purpose is to serve families who desire not simply a quality education, but a distinctively Christian education for their children. Please read the Parent/Student Handbook, which is located on our home page under “Engagement Center for Current Families”.

The Handbook will introduce you to many of the school’s policies, procedures, and expectations for both parents and students. These policies are meant to create clarity. They are established to keep your child, our student body as a whole and our staff safe, loved and served with excellence.

This school unapologetically believes that the Bible is the word of God. We desire everyone to know the Christian gospel (or “good news”) because it is the source of true freedom and flourishing. We will teach our students the good news that Jesus is “the way and the truth and the life” (John 14:6).

We are a non-denominational Christian school, with faculty and staff who share our doctrinal beliefs (see Statement of Beliefs). These beliefs will be taught as true. There are also a host of secondary issues on which faithful Christians disagree. We will seek to develop a culture of respect and appreciation for all Christian traditions. When controversial topics arise, we will present a variety of Christian views and we will ask students to speak with their parents and church leaders about what they believe.

We remain focused on our vision to develop tomorrow’s leaders, known by their strength of character, courage, intellect, impactful contributions and their faith. We believe deeply in the potential of every student we serve, in Christ’s love for each, and in the importance of your partnership with us as we strive to best serve your children.

Our four pillars – academics, faith, family and athletics/arts – are the core of who we are as a school. Each of these pillars individually is important but the combination of the four is what truly makes Aug Prep a unique and Christ-centered community, equipping our students with excellence to glorify God in all that they do.

This year, you will hear much more about the “Aug Prep Way” – serving in love with courage, perseverance, integrity and respect. We look forward to digging into each of these values with your students as we grow and learn together.

Biblical principles are integrated into every subject taught at our school. Our staff is not only committed to academic excellence, but also to serving the hearts of our students and teaching them how to apply the truths of God’s Word to every aspect of life. We look forward to partnering with you to educate your child in God’s truth.

In Him,



Abby Andrietsch

President

Section I: St. Augustine Preparatory Academy Overview

Vision

St. Augustine Preparatory Academy develops students to be tomorrow's leaders. They will be known by their strength of character, courage, intellect, impactful contributions and their faith.

Mission

We will develop the leaders of tomorrow by:

- Providing exceptional non-denominational Christian based education
- Offering an uninterrupted K-12 educational experience
- Educating the whole child – mind, body and soul
- Maximizing the potential of each individual student through personalized instruction
- Integrating family, faith, academics and athletics/arts
- Emphasizing grit, persistence and personal responsibility
- Offering a safe, stimulating and welcoming school environment

We Believe

- Every child can develop and grow a personal relationship with Jesus Christ
- All of God's children deserve the opportunity to achieve their full potential
- Engagement by parents in their students' education is vital
- Excellence is not a goal, but rather a way of learning and living
- Mental and physical fitness are complementary to each other and foundational for student success
- Service to our community and country is a sacred responsibility

Four Pillars

- Faith
- Academics
- Athletics/Arts
- Family

The Aug Prep Way

Serving in love with courage, perseverance, love and respect.



Philosophy of Education

The primary role of our school is to provide an exceptional academic and Biblically based Christian education that provides all-encompassing education that will form the foundation of knowledge for lifelong learning and living. Our philosophy of education centers around three main components:

- **A Biblical Foundation for Christian Education:** The Bible serves as the basis for our educational endeavor, offers a solid foundation for our learning environment, and provides guidance for the spiritual development of our students. The inspired Word of God also gives a definitive reason as to why a Christian school is important. God reveals His existence and power through creation. In his Word, God further reveals all that we need to know for our salvation and righteous living. Throughout the educational process, we seek to integrate the two forms of revelation—the Word of God and his creation—and weave them into a meaningful and life-changing whole.
- **An Educational Partnership:** The home, church, and school should support and encourage one another as partners in Christian education. We share in the responsibility to cultivate and develop a love for and knowledge of God and our savior, Jesus, and His Word in each of our students. All students are led by Christian educators who teach academic content and the Word of God. Connections are made between faith and learning with the ultimate goal of meeting the academic, social, emotional, spiritual, and physical needs of each student.
- **A Nurturing Atmosphere:** The goal for interpersonal relationships at St. Augustine Preparatory Academy is a genuine concern, acceptance and love for others that exemplifies the love that Christ has shown to us. Because each student is created in the image of God, children are taught the dignity and value of each individual while recognizing the overall importance of being united in Christ as a school community.

Statement of Beliefs

The Bible: We believe that the Scriptures of the Old and New Testaments are God’s words, fully inspired, without mistake, and altogether sufficient in themselves as our only infallible rule of faith and practice. (2 Timothy 3:15-17) The Scriptures provide the basis for instruction at St. Augustine Prep.

Creation: The universe and all things created by God in the beginning were made good and perfect as we read in Genesis 1:31, “And God saw everything He made, and behold it was very good.”

Humanity: God created both male and female in His own image equally, to enjoy fellowship with the Creator. Furthermore, people, blessed with special gifts far above any other living creature, received God's command to care for and have dominion over all things in order to bring honor and glory to His name. (Genesis 1:26-27, 1 Cor. 10:31)

Sin and Redemption: In the Garden of Eden, Adam and Eve yielded to temptation and willfully disobeyed God. As a result, we are all sinful and our sin separates us from God. (Isaiah 59:2, 2 Thessalonians 1:9) Our view of the true meaning and purpose of life is also distorted because of sin. All people are born in sin, and Salvation is based upon our belief, faith and acceptance in Jesus Christ. Jesus died on Calvary’s cross so that we may have everlasting life through Him. Upon this faith and belief, we may be spiritually born again by God’s grace. (John 3:16, Romans 3:23)

Jesus Christ: Jesus Christ, the Son of God who became man, suffered for our sin by His death on the cross so that through Him, humanity and creation are redeemed and reconciled to God. (Colossians 1:20) There is no other way of reconciliation and salvation than through Jesus Christ. (John 3:16) We believe in His virgin birth, sinless life, miracles, and teachings. It is through Jesus' death and resurrection on our behalf that our sins are forgiven (Matthew 26:28) and we are seen as righteous in God's eyes. (Philippians 3:9)

The Trinity: We believe that there is one God, existing in three persons: The Father, Son, and Holy Spirit. (John 15:26) God, through His Word, the Holy Spirit, and the world he created, reveals Himself to us. This revelation develops and grows our understanding of God and ourselves in relation to God and others. We believe the Holy Spirit is within every believer in Christ and that he is an abiding helper, teacher and guide. (John 14:26, John 16:7-15, Ephesians 1:13-14)

Christian Journey/Christian Education: We as Christians live in a fallen world and are called to engage with our world in a way that both honors Christ's sacrifice (Mark 16:15) and communicates God's love to all others around us (Matthew 20:28, Psalm 133:1). It is our challenge as educators and believers that every individual in our school should come to know Jesus Christ as Lord and Savior. (Matthew 18:14) St. Augustine Preparatory Academy partners with parents to teach students about God's world and prepare them for lives of service. (Deuteronomy 6:6-9; Proverbs 22:6)

Family and Community: We believe that God desires His believers to join together in Christian love and spiritual unity in the name of Jesus Christ. It is our duty to promote harmony. (Psalms 133) We believe that the Biblical family is the most important building block to human society, and as such, it should be nurtured, protected and perpetuated. We believe that marriage and family are divinely created institutions for the benefit of all mankind and should be treated with the utmost respect and integrity (Genesis 2:24, Matthew 19:4-5). Equally important is the Church, made up of all people who call upon the Lord Jesus Christ as Savior, (Romans 12:3-13) and the defining characteristic of this spiritual family is love for one another. (John 13:34-35)

Section II: General Policies

Admissions

St. Augustine Preparatory Academy (“Aug Prep”) does not discriminate on the basis of the student’s sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, or disability. Our school participates in both the Milwaukee Parental Choice Program and Wisconsin Parental Choice Program. Each year we open a predetermined number of seats per grade level for students in these programs. Should a student not qualify for Choice, limited tuition paying seats are available. Should there be more applicants than seats, seats will be determined by a random drawing.

Admissions Process & Policy

At the random drawing, all completed applications submitted during the open application period shall have an equal chance of being drawn, with the following exceptions:

- Pupils who attended our private school under the Choice program during the previous year and their siblings;
- Pupils who attended a different private school under a Choice program during the previous year and their siblings; and,
- Siblings of pupils who have been randomly accepted to attend our private school under the Choice program who did not attend a private school under a Choice program in the previous year.

Students in the above categories will be given preference in the lottery process and will be included in a lottery for available seats for the grade they are applying to. Once the seats are filled by the aforementioned students, any other applying students will participate in a separate drawing for any available spots or for placement on the school waitlist for the grade applied to.

The random drawing shall continue until all available seats are filled and a waiting list order is determined in the event a previously filled spot becomes available or the school opens additional seats at a later date. For the Milwaukee Parental Choice Program, our school may determine if a seat left vacant from a student withdrawal will be filled with a student from the waiting list, if applicable.

Letters shall be mailed to all applicants informing them of their acceptance, their number on the waiting list, or their rejection. These letters will be mailed before the next open enrollment period or within 60 days after the date the student application was submitted (whichever is first). If rejected, the letter of non-acceptance will include the reason why the pupil was not accepted. Applicants accepted shall have a reasonable period of time to confirm enrollment. Applicants on the waiting list are not carried over to the next school year.

Registration

All new families must have an information session with the Aug Prep enrollment office and the principal or designee once the application is complete. An application is considered complete with the following items:

- Birth Certificate
- Recent Report Card
- Immunization Records
- Individualized Education Plans (IEP) - Only if applicable (see note below)
- Attendance to an orientation meeting

Students with Special Needs

If you are receiving special education services from another school district upon being accepted to Augustine Prep, or qualify for special education services while attending Augustine Prep, an IEP Modification Agreement meeting will be held with the Director of Student Services to develop a Personalized Learning Program (PLP).

The PLP will outline the individualized special education services for students who have qualified for special education and we will determine how we can best service your child with the resources our school has available. This is an agreed upon document between Augustine Prep and the parent/guardian of the student, summarizing the special education services and accommodations for each individual student that may specify any unique circumstances regarding grading, promotion, or graduation criteria. This decision is determined by the PLP Team, inclusive of you, your parent/guardian, school administration, and your teachers.

Seat Forfeiture Policy

If a student is not present on at least one of the first three school days at the start of a semester, that student will forfeit their seat at Augustine Prep. A forfeited seat will then be offered to another student who is on the waitlist.

For the 2019-2020 school year, this means if a student is not present within the first three days, August 15th, August 16th, and August 19th, they will forfeit their seat. In the same way, if a student is not present within the first three (3) days of the second semester, January 27th, January 28th, and January 29th, they will forfeit their seat.

Permanent Withdrawals

- To permanently withdraw a student from the school, the parent or guardian must notify the school office and complete a withdrawal form. Withdrawal forms are to be submitted to the Enrollment Office.
- The student needs to turn in all textbooks and other school property to the school office. The withdrawal form will be processed internally at Aug Prep through the office, library, athletic department, and business office.
- No records will be released until all forms are completed and financial matters are resolved. Please allow five (5) working days after all forms are completed and all financial matters are resolved for records to be released. End of year records require more time for processing.
- Students may be asked to withdraw from school if it is concluded that Aug Prep's program is

unable to meet a student's educational needs.

Parent Interaction

Parents are viewed as ultimately being responsible for the **education and spiritual development** of their children. By placing their children in Aug Prep, they agree to accept and abide by the policies and procedures established by the school. If you have any questions regarding any aspect of the school, please contact your child's teacher or principal. Unanswered ambiguities or questions can lead to misunderstandings, rumors, or erroneous conclusions. It is in everyone's best interest not to leave questions or issues unanswered. Parents who show themselves to be in opposition to the philosophy and basic principles of the school may be asked to withdraw from Aug Prep. Should a parent, guardian or caretaker use violent, vulgar or threatening language towards anyone (staff, students, visitors, etc.) while on campus or at an Aug Prep event, their student(s) may be subject to immediate suspension and/or expulsion.

Parent Conference and Communication with Faculty

Parent conferences are encouraged and may be scheduled at any time by a parent, teacher, or the Principal.

A parent can schedule a conference by contacting the teacher directly via email. **Please do not call the teachers at home and/or to their personal mobile devices to schedule conferences.**

The school has set aside three different conference days throughout the school year for the purpose of individual teacher and group conferences. Since some students have more than one teacher, the office can schedule conference times with the teachers for parents wanting a group conference. Aug Prep faculty and staff welcome constructive communication from parents at any time. The following guidelines will help to direct communication in the most productive way:

- If you have a brief question about school work or class procedures, contact the teacher via their Aug Prep email or leave a message in their voice mailbox at the school office. You may also jot a note to the teacher and have your child deliver it. The teacher will respond with an email, a phone call or a written note. Teachers will attempt to return calls within 48 hours.
- Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the Principals.
- If a conference is necessary, you may make your request through an email, a written note or a phone call to the teacher so that a mutually acceptable time may be scheduled. If a conference with the teacher is not satisfactory, a conference may be requested with the Principal but only after the matter has been first addressed in a teacher conference.
- "Drop in" conferences before or after school are not workable at any time. Teachers and administrators schedule their use of time carefully and have duties that are particularly heavy at both the beginning and end of the day.

Section III: The School Day

Attendance

Regular attendance is the first step in ensuring student success. In order for scholars to reach for their personal best, they must show up and make their strongest effort at school each and every day. At our school, Aug Prep, regular attendance is required. Please make sure that your child is in school every day. It is also important that your child be on time every day. Parents/guardians/families are expected to ensure that their children are in school. Please do not allow your child to miss a day of school.

All Absences – “Excused” and “Unexcused” – Are Considered Absences: Any day your child does not attend school is considered an absence. Student illness (with doctor’s or parent’s note) or a death in the family are still considered absences. A phone call or note from a parent, guardian, or doctor explaining the absence is required.

Do Not Miss School for Appointments: Parents/guardians/families are responsible for scheduling medical appointments outside of school hours. Try to schedule appointments on days when school is not in session. In the rare case when a student has a medical appointment during the school day, he or she should not be absent for the entire school day. Please remember that our school clinic is open Monday through Friday and that in most cases the student does not have to miss school as a result of an appointment in our clinic.

Out of School Suspensions Are Considered Absences: If a student is absent from school due to suspension which requires the student to stay home from school, these days will be treated the same as absences.

Early Pickups: Students are expected to stay in school until the very end of the day. Early pickups are disruptive to the learning environment and will count against a student’s attendance.

Reporting Absences: If your child must be absent, please notify the school by calling the **Main Office (414) 810-1380 between 8:30 a.m. and 9:30 a.m. A NOTE MUST BE SENT to school when the child returns explaining the absence.** The specific reason for absence must be indicated on the note. Going out of town for holidays during the school year and /or vacation will result in an unexcused absence(s). **Students with ten (10) or more absences during the year may be retained and/or may not be given course credit for that term. Students with fourteen (14) or more absences during the year may lose their seat. (See Attendance Interventions section)**

School Hours

- The school day starts at 7:45 am for all students. Students not in their classrooms, seated, and ready to learn after 7:45 am will be marked late.
- Doors will open at 7:20 am for early drop-off.
- The school day will end at 3:45 pm.
- All after school activities will begin at 3:50 pm.

Tardiness

Tardy to School: Your child is tardy if he/she is not **ready and seated in class at 7:45 a.m.** If tardy,

he/she must get a tardy slip from the front office. Your child will not be allowed into the classroom without an admit slip. **It is very important that your child be in school on time every day.** There is no distinction between excused or unexcused tardies. All tardies, regardless of circumstances, will be counted.

Tardy to Class:

Middle school and high school students are required to be on time to all their class periods. Any student arriving beyond 20 minutes into an 80-minute class, or 10 minutes into a 55-minute class will be considered as absent for the period.

Middle school and high school students are permitted 3 tardies to class including PM Advisory per cycle (cycles are 4-5 week increments depending on number of school days in a month or so). On the 4th tardy to class, students will receive a one day out of school suspension.

Early Dismissals

Early dismissals will be granted for emergencies, and medical or dental appointments that cannot be scheduled outside of school hours. Appointments should be scheduled before or after school whenever possible. If time permits, students are expected to return to school from medical and dental appointments and must check in at the school office. **Some early dismissals will count as a half day absence.**

Requests for early dismissal can be made verbally or in writing. Any request, except in an emergency, should be made via email to the teacher or by calling the office at 414-810-1380.

Students must be signed out at the school office.

Prolonged Absence Due to Illness

In the case of a prolonged absence due to an extreme mental or physical issue, a note from the doctor is required and a 're-entry' meeting with school personnel may be required. A child under a physician's care following a communicable disease (chicken pox, mumps, etc.) must have a medical release form signed by a physician before returning to the classroom. Academic grades and standing may be affected depending on the duration of missed assignments and assessments.

Senior Cut Days

Students and/or student groups are not permitted to take the day off for individual/group celebration. Parents are discouraged from condoning this behavior. Missing school for these reasons is not in accordance with St. Augustine's mission, vision and values. Celebration of groups and individuals will be celebrated on campus in a healthy, safe and Christian manner. Any and all absences and tardies related to 'cut-days' will be marked as unexcused and students will have to make up the lost instructional minutes in a Saturday detention. This detention will be fined to parents to cover the cost of supervision personnel for that day. Parents will be invited to help chaperone the detention with school officials.

Truancy

Any student who 'cut's school, plays hookie, ditches school, etc. will be marked as unexcused and will need to make up the lost instructional minutes in a Saturday detention.

Compulsory Rule

In accordance with the State Law, all children between the ages of six and eighteen years must attend school unless they have a legal excuse. Pupils are required to be in their assigned program, classes, or activities at all times during the school day.

A student who turns eighteen after the school year starts remains under the Compulsory School Attendance Law until the “end of the school term, quarter, or semester of the school year, whichever occurs first, in which the child becomes eighteen years of age.”

College or Career Trips, Visits or Tours – Off School Campus

Aug Prep encourages families to engage in career and college visits however it should be noted that any school days missed (full or partial) count as an absence on the student record unless the trip is school sponsored. Students are responsible for any academic material missed while on a career/college trip.

Attendance Interventions

Aug Prep aims to work collaboratively with parents/guardians for the overall health and well-being of the student. As such, communications home regarding absences will be as follows:

- 3 absences- Call home from School
- 6 absences- Letter sent home from school and parent/student meeting with designee.
- 8 absences- Parent/student meeting with Assistant Principal to make attendance plan.
- 10 absences- Principal meeting with parents/students, summer school discussion, retention discussion, and attendance contract signed.
- 14 absences- Seat may be lost

Arrival & Dismissal (Drop Off and Pick Up)

The following policy and procedures are designed with student safety in mind. There are many of God’s children here at Aug Prep and we must ensure the safety of each and every one. While we know that parents understand and support us, often we forget that we are doing things for ALL children and as such the policy and procedures must be followed. It is unfair to look at what is best, necessary for one child and not pay attention to the needs of others. We know that parents will model Christian obedience and adhere to the policy and procedures below.

Arrival

Doors open at 7:20 am for all students. The academic day begins at 7:45am. Students arriving after 7:45am must proceed to the tardy station and receive a late pass. If students cannot arrive to their classroom and be ready by 7:45am, they are considered late. Students enter as follows:

- a. K4-5th - Enter via main entrance and proceed to Commons to meet their teachers.
- b. 6th - 8th - Enter via main entrance and proceed to the gym.
- c. 9th - 12th - Enter via Athletic doors (gym entrance by pool) and proceed to the gym.

Walkers: Students who walk to Aug Prep will come up the sidewalk on 5th Street and enter through their grade assigned doors (see above). There will be Aug Prep staff and a crossing guard stationed in front of the school to help with crossing streets (5th & Harrison and 6th & Harrison only). For their own safety walkers must follow all directions from the outside staff and stay on the sidewalk at all times. All students must enter the building immediately upon arriving when doors are open. No loitering outside for any reason. Students are not allowed to leave the campus upon entering the school building without permission of a teacher or school official. Students arriving after 7:40am must proceed to the tardy station and receive a late pass. If students cannot arrive to their classroom and be ready to learn by 7:45am, they are considered late.

Drop Off: Students being dropped off by car will enter the drop off circle from 5th street (in front of the school) and go into one of the two drop-off lanes. No students may be dropped off before 7:20 am. Cars will enter the drop off lanes and pull as far forward as they are able. Aug Prep staff will be outside to assist with opening doors, getting students inside, and directing cars as needed. Additional staff will be inside the doors, directing students to classrooms (K4-K5), down to the commons (1st-5th) and the gym (6th-11th). At 7:45am, the drop off lanes will be closed off with cones and parents will have to park in the visitor's parking lot and walk their students in to receive a late pass from the tardy station. All students must enter the building immediately upon arriving when doors are open. No loitering outside for any reason. Students are not allowed to leave the campus upon entering the school building without permission of a teacher or school official. If students cannot arrive to their classroom and be ready to learn by 7:45am, they are considered late.

Parents who need to park in the parking lot can also enter the lot from 4th street. Students cannot be dropped off in the parking lot. If you do not use the drop off circle, you must walk your student(s) to the doors.

Note regarding parking lot: no high school students may park in the school parking lot. High school students driving to school must park on the street.

Entering the Building

Elementary School: K4-K5 students will proceed directly to their classrooms. 1st to 5th grade students will sit in the commons at a table corresponding to their grade level. They will be picked up by their teacher by 7:30am and taken to the classroom to start their day. Students will have breakfast in their classroom. Breakfast will not be available after 8:00 am.

Middle School and High School: Students will sit in the Gym according to their advisory from 7:20am-7:30am. Beginning at 7:30, they will transition out of the Gym. Students will have breakfast in their advisory room. We are unable to serve breakfast to students that come late to their first period. Students will be marked tardy beginning at 7:45am.

Dismissal

Parents will be given information on how to download the PikMyKid application (Android and Apple

devices) during the first two weeks of school. Parents should use the app to pick-up their child using the car lanes and following the directions of our staff. If a parent does not have the app, he/she should park their vehicle and proceed to the office for instructions regarding the pick-up procedures. The PikMyKid app is the only authorized method to pick-up students using the school car lanes.

Cars will enter the new parking lot entrance on 4th Street. No traffic will be allowed into the 5th street entrances for any parking lots.

Parents must check-in to PikMyKid prior to arriving at the 4th Street entrance to the parking lot. No student will be released until your vehicle is in the final double car-line nearest to school. Students will be walked to cars by staff members. Parents must make any changes to PikMyKid (ex. person responsible for pickup) before 3:20pm.

Car pickup for students is between 3:25-3:45pm. After 3:45pm, all parents must park and come pickup their student(s) at the school.¹

Walkers

Elementary School: At 3:43pm, students in grades K4-5th will move outside to the canopy space in front of the school. They will be grouped by class and have a specified area for them. During inclement weather days, students will come to this area around 3:45 pm. Anyone in K4-5th picking up via walking will walk to their student's area under the canopy and take their child for the day. Parents must notify the front office if their child is no longer allowed to walk home on his own.

Middle School and High School: At 3:45, students in middle and high school will be back in their homeroom/advisory classes, packed up for the day and ready to transition. High school students who walk home from school may leave through the Commons entrance on 6th street. **ONLY high school students who will be walking home may exit these doors. No parents should pick up students in cars on 6th street.** All other walkers must leave through the front door with their homeroom.

Driver pick-up:

- Driver will utilize the app to announce their entrance to the car line.
- Cars will enter the parking lot via 4th street to line up. Students will be walked to their car (if needed) by support staff and our student patrol team (if available).
- Cars CANNOT move until a staff member gives them permission to do so.
- We ask parents to be extremely cautious as they drive through the car line. Parents are not allowed to change lines and/or to leave the line unless prompted by a staff member.
- Car pickup should happen between 3:25-3:45pm. After 3:45pm, parents will be asked to park and walk to pickup their student(s) from the front of the school.

School Closing

The school day officially ends at 3:45pm. Students who are not directly working with a teacher, coach, mentor, etc. are asked to leave the building. Students who are in extracurricular or after school YMCA

¹* Note: Many **high school** students participate in after school activities that extend their day. Please check with your student to confirm the correct pickup time.

programs will be dismissed by their adult supervisors any time after 3:45pm. Parents will be informed of the end times for these events. The school office is officially closed at 6:00 pm.

Late Pick Ups

The school understands that sometimes traffic and other unforeseen circumstances may prevent a parent from picking up their child at 3:45 pm. We ask you, however, to make every effort to ensure your child is picked up by 4:15 pm. The school will monitor late pick-ups and will communicate with parents when the situation becomes an issue for our school. The following steps will be taken when parents are consistently late to pick up their child:

- First time = Parent/Guardian will be given a verbal warning
- Second time = Parent/Guardian will be given the YMCA after-care package and a letter indicating the importance of picking up their child on time
- Third time = Parent/Guardian is required to meet with one of our administrators to discuss a plan to improve their pick-up time. During this conference, the parent is required to sign an agreement regarding pick up times and the consequences if this issue continues
- Fourth time = Meeting with the school principal or school president. During this meeting the parent/guardian will be given a last chance to modify the behavior and pick up their child on time
- Fifth time = If the behavior has not improved after all these steps, the parent/guardian will be invited to an expulsion hearing in which the president will determine if the child will continue enrollment at Aug Prep.

Uniforms & Dress Code

The Aug Prep dress code is designed to promote a learning environment where all students are free from distraction and treated equally. In addition, the dress code helps teach hygiene, discipline, and respect for authority. The following dress code ensures safety and security for all students. Uniforms are required for K4-12th grade students.

School Dress Code Guidelines for All Students

- Shirts or Polo Shirts are to be tucked in at all times with the waist line visible.
- The zipper of the fleece needs to be down to ensure uniform shirt and/or tie is visible.
- Belts must be worn with pants. All belts must be solid brown or black with a traditional buckle. Fabric belts are not permitted. No decorative markings such as engraved names, rhinestones, oversized buckles, etc. will be permitted.
- Hats may not be worn at any time in the classroom or in any building on campus.
- All school uniform items must be Goldfish Uniform products for grades 9-12; K4-8 preferred.
- All body piercings, except for the earlobe for girls, are prohibited.
- Tattoos, temporary or permanent, are prohibited.
- Socks must be visible at all times. Socks hosiery, or tights should be solid white or solid black for K4-8; only black permitted for 9th -12th.
- Undershirts worn under uniform shirts must be solid white without any logo or color trim.
- Heels may not exceed 1½" in height.
- Girls may wear light colored or clear lip gloss only. No other makeup is permitted for any student including 'scaping of eyebrows.' No 'cuts' on eyebrows permitted for any student.

- Nails should be the appropriate length for school safety as well as a natural color. No glitter, nail art, etc. permitted.
- Unnatural hair colors are not permitted.
- Distracting hair accessories or bandanas are not permitted.

Girls Dress for All Students

- Skirt/Skort length must be fingertip length (when you reach your arms down at your side, the hem of the skirt/skort is at the longest fingertip length or longer).
- Skirts must be worn properly with the zipper done up completely and the waistband buttoned.
- Modesty shorts are recommended under all jumpers and skirts.
- Jewelry and/or accessories should be modest, understated, subtle and tasteful. Dangling earrings are not permitted. Girls may wear one ring on each hand and one set of stud earrings. Staff members may ask a student to remove jewelry and/or accessories which draw excessive attention, distract the student, and/or prohibit normal student activity.
- Improperly fitted shirts are not permitted; this includes shirts that are too tight and/or too short. No cleavage or tight-fitting tops.
- Shirts may not be unbuttoned below the second button. A white tank top or camisole may be worn underneath the shirt.
- Knee socks, tights or hosiery must be solid white or solid black. Only black for 9th -12th grades.
- Shorts worn for P.E. class, sports, after school intramurals, on or off campus, activities must be mid- thigh in length. (Shorts sold at Goldfish for P.E. are most suitable for acceptable shorts.)

Boys Dress for All Students

- Hair must be combed and kept neatly above the back collar, the eyebrows and halfway on the ear. **Sharp shaved hair, part or full is not permitted. Lines or decorations shaved into hair are not permitted. No facial hair or ponytails are permitted.** Boy's hairstyles must be reasonable and neat in appearance. Any student who does not exercise good judgment with regard to what would be considered appropriate for school will be asked to leave campus and not permitted to return until it is fixed. Absences related to hair issues will be considered unexcused.
- Unnatural hair colors are not permitted.
- **Face must be clean shaven.** Boys must shave all facial hair **before** arriving on campus. Sideburns may not extend below the bottom of the ear.
- Boys may not wear earrings or other body piercing on campus or at school-sponsored activities.

Elementary School Uniform: K4 – 5th Grade Students

- Khaki professional fit pants for boys
- Khaki professional pants or skirt/jumpers for girls
- Grey polo shirt boys and girls (Aug Prep monogrammed)
- High knee white or solid black socks with khaki skort girls
- Sneakers or gym shoes of any variety are permitted
- Black or brown belt if wearing pants

Middle School Uniform: 6th Grade – 8th Grade Students

- Khaki professional fit pants for boys (preferred provider Goldfish)
- Khaki professional pants or skirt for girls (preferred provider Goldfish)

- Black polo shirt boys and girls (Aug Prep monogrammed) with logo tucked in
- High knee white or solid black socks with khaki skort girls
- Solid black dress shoes or solid black tennis shoes (no color on shoe or sole)
- Black or brown belt if wearing pants
- White or black socks
- Augustine Prep fleece jackets may be worn over an Augustine Prep polo shirt (the collar of the shirt must be visible under the fleece jacket)

High School Uniform: 9th – 12th Grade Students

- Khaki professional fit Goldfish pants for boys
- Khaki professional Goldfish pants or skirt for girls
- White Goldfish dress shirt boys & girls (short or long sleeve, Aug Prep monogrammed)
- Goldfish Tie for boys
- Goldfish Criss-cross tie girls
- Black socks
- Black or brown dress shoes only all students
- Black or brown belt if wearing pants

Physical Education Uniform – Middle and High School Students

- Top: any solid grey shirt from Goldfish or the School Store with Aug Prep logo or name can be worn for PE (or athletics) as a uniform
- Bottoms: any solid black pants or shorts from Goldfish or School Store with Aug Prep logo or name can be worn for PE (or athletics) as a uniform
- Shoes: gym or sport
- Socks: white gym socks

Uniform Interventions / Consequences

K4-8th

- 1st uniform violation-Phone call home will be made. Parents will be asked to bring the item to school.
- 2nd violation- Phone call home will be made. Parents will be asked to bring the item to school.
- 3rd violation-Scholar will be picked up by a parent (out of school suspension) and a re-entry meeting must be scheduled to discuss uniform policy prior to return. This will count as an absence.

9th - 12th

- Students are permitted 5 uniform infractions (include grooming) per semester.
- Parents will be notified at the 3rd, 4th and/or 5th infraction.
- Students will receive a one day out of school suspension for the 6th infraction.

Note: Major infractions in all grade levels can expedite this process.

Breakfast and Hot Lunch

A breakfast and lunch menu will be sent home monthly and will be subject to change. Parents have the responsibility to provide the school with the required lunch forms (except for those approved through Direct Certification) by the end of the first week of school. Upon determination of status

(free, reduced, paid, etc.), the parent/guardian is required to reimburse the school for any unpaid breakfast/lunch items. A negative food service balance will initiate a conversation with the family. The school retains the right to refuse a meal to any student with a negative balance longer than two weeks. Families that choose to have their children bring in their own lunch are encouraged to supervise in the preparation of a nutritious meal. **Please do not send in fast food items (i.e. McDonalds, Burger King) or other unhealthy items to the school (i.e. chips, soda).** School will call parents regarding issues with unhealthy food and dispose of the items after student's lunch period is over. **No outside food may be delivered or brought in.**

School Dances and Field Trips

Students must be in good disciplinary status to attend. Any student on disciplinary or academic probation may be excluded from a school sponsored field trip. School policies are in effect on all school sponsored field trips on or off campus. Failure to abide by the Code of Conduct will result in disciplinary action.

Students are responsible for any academic material missed while on a school sponsored field trip or school activity. There may be expenses related to the trip for which the student will be responsible.

Students may not be absent or leave early the day before dances or field trips in order to participate. Students may not be absent the next school day after the dance or field trip. Absences must be documented by a doctor's note.

Lockers

Students in grades 4-12 may be issued lockers at the beginning of the school year. Students are expected to keep their lockers neat, tidy and to treat them with care. Lockers should at all times be considered the property of Aug Prep and not the private property of the student. **Lockers are to be closed and latched whenever not in use by the student. Lockers are to be locked when the student leaves the campus for the day. No student should provide the locker combination to any other student-ever.**

Students are required to respect the property of other students. Students may not handle, touch, take or use any of the contents in a locker that does not belong to them. Any student who does not adhere to this policy will be subject to disciplinary action.

Students are not to leave any valuables in their lockers. Aug Prep is not responsible for lost or stolen items belonging to any student. Students are not permitted to exchange locks or swap lockers with another student under any circumstances. Students are responsible for the lock and locker that is assigned to them for the year. Locker combinations are not to be given to others, so as to give them access. Locks that are not issued by Aug Prep are not permitted. Locker checks will be performed periodically for the purpose of ensuring that food and trash are not being stored in the lockers. Students who habitually fail to keep their lockers in an acceptable state of cleanliness will be subject to disciplinary action. The Administration may search a student's locker at any time.

Lockers must be cleaned with all materials taken home at the Winter Break and at the Summer Break. Lockers may be decorated on the inside with masking tape or painter's tape as long as the decorations are positive images of family and friends that are representative of our Christian school values. Words, poems, and saying that are encouraging, positive, appropriate language and Bible verses are permitted. Items such as shelves, lamps, wall paper, fuzzy decor of any sort is not permitted. Mirrors are permitted. Any items attached to the lockers should use masking tape or

painter's tape to ensure no tape residue is left. Damage to the locker surface is considered vandalism. Lockers may be decorated on the outside for birthday celebration with the explicit permission of the student's Advisor whereby all the materials have been approved. Balloons are not allowed. Lockers will be decorated for sports and testing events. Coaches and teachers will supervise and approve materials. Principal and/president has final approval.

Homework

Your children need time to be children and young people, to participate in family activities, church activities, and to pursue special interests. Any assigned homework will be meaningful and not homework for homework's sake. It will include preparation for a lesson, reinforcement of an area covered, or aid for a student in an area of difficulty. **Students are to complete all homework assignments carefully and accurately and turn them in by the due date.** Completing class work is not considered to be homework unless assigned as such. We encourage parents to monitor the Schoology system to get accurate information about missing assignments.

Section IV: Academic Policies

School-Wide Academic Grading and Reporting

The school year is comprised of four quarters (ES and MS) and two semesters (HS). Grades are used in all subjects and are based on a variety of assessments. Grades will be accessible through the Schoology platform using the link on Aug Prep's home page (<http://www.augprep.org/>). At times, grade viewing may be temporarily unavailable as academic reports are prepared.

Report cards are issued in approximately nine-week intervals, referred to as quarters for the Elementary School (ES) and the Middle School (MS). High School students will receive report card information at the end of each semester. The school will no longer print report cards since they will be available in the Schoology system. If a parent needs a printed version of the report card, he/she must request a printed copy in the office. This request requires a minimum of five (5) business days for processing.

Transcripts are available from the Enrollment office by **written** request and require up to five (5) business days for processing; they are not available online.

Elementary School Promotion Policies and Grading (K4-5th Grade)

Elementary Promotion Policy

A strong foundation in beginning reading and math skills is crucial to later academic success. For most students, the acquisition of these skills is an exciting and enjoyable process. However, for some students this process can be difficult and trying. For these students a lack of academic success can be attributed to a variety of factors such as poor grade-level placement, lack of maturation and development, as well as learning disabilities.

During the course of the year, the Lower School uses a variety of standardized tests, developmental screenings and diagnostic tools to determine why a student may be experiencing academic difficulties. Using the results of these tests, parent conferences and teacher recommendations, it may be determined that retention is necessary and in the best interest of the student. When retention is necessary, the decision to do so have both negative and positive aspects, but the long-term benefit for the student generally outweighs any negative short-term concerns. Because Aug Prep wants students to make academic progress, it is important that parents and students know what is needed to be promoted to the next grade level in the Elementary School. The following information describes the academic measures used by the Aug Prep Lower School staff to determine whether students are promoted. Parents are key partners in ensuring academic achievement; therefore, Aug Prep strongly encourages parents to be familiar with the promotion standards in a college preparatory school.

Pre-K (K4): A decision to promote a student in the pre-kindergarten program shall be based upon the progress of the child, especially with regards to level of maturity attained and the ability to handle the academic rigors of kindergarten.

Kindergarten (K5): A decision to promote student in the kindergarten program shall be based upon the progress of the child, especially with regards to the level of maturity attained and the ability to handle the academic rigors of the first grade.

Primary grades (1st and 2nd): Promotion in the primary grades will be based on a student mastering

at least 70% of the reading and math standards that were taught and assessed throughout the year, as well as demonstrating the maturity needed for the intermediate grades. Students in grades 1 and 2 may be recommended for retention in the following scenarios:

1. Attendance and/or truancy have severely impacted the student's presence in school
2. The student is more than two years behind in their reading and math skills as demonstrated by School and National assessments
3. The student fails to grow at the typical rate (1.0 years) over the course of the school year.

A final team decision will be made by the first week of June each school year. The team will decide if the student is promoted, retained, or if the student is required to attend summer school. If the student is required to attend summer school, the parent must agree to the summer school norms regarding attendance and performance. If the parent does not agree with these norms and/or decides that the child does not need to attend summer school, the student will be retained in the same in his/her current grade if this is a first-time retention in the current grade cycle. A student who does not satisfactorily complete summer school will be retained in his/her current grade if this is a first-time retention in the current grade cycle. All retained students will receive a Personal Learning Plan, which is developed by the student's teacher along with the parent/guardian.

Intermediate grades (3rd, 4th, 5th): Promotion in the intermediate grades will be based on a student mastering at least 70% of the reading and math standards that were taught and assessed throughout the year, as well as demonstrating the maturity needed for Middle School. Students in grades 3rd, 4th, and 5th may be recommended for retention in the following scenarios:

1. Attendance and/or truancy have severely impacted the student's presence in school
2. The student is more than two years behind in their reading and math skills as demonstrated by School and National assessments
3. The student fails to grow at the typical rate (1.0 years) over the course of the school year.

A final team decision will be made by the first week of June each school year. The team will decide if the student is promoted, retained, or if the student is required to attend summer school. If the student is required to attend summer school, the parent must agree to the summer school norms regarding attendance and performance. If the parent does not agree with these norms and/or decides that the child does not need to attend summer school, the student will be retained in the same in his/her current grade if this is a first-time retention in the current grade cycle. A student who does not satisfactorily complete summer school will be retained in his/her current grade if this is a first-time retention in the current grade cycle. All retained students will receive a Personal Learning Plan, which is developed by the student's teacher along with the parent/guardian.

Elementary School Grading

4 - I can teach someone else how to do this

3 - I can do this on my own without help

2 - I can do this with help or an example in front of me

1 - I am starting to get it, but I am still confused

4 Point Scale Score	Percentage Score
4.0	100%
3.5	95%
3.0	90%
2.5	80%
2.0	70%
1.5	65%
1.0	60%

Middle School Promotion Policies & Grading (6th – 8th Grades)

Middle School Promotion Policy

Promotion in the middle school grades will be based on students achieving mastery of standards and achieving a minimum of a 2.5 in all core contents (Reading, Writing, Math, and Science). Students in grades 6, 7, 8 may be recommended for retention in the following scenarios:

1. Attendance and/or truancy have severely impacted the student's presence in school
2. The student is more than two years behind in their reading and math skills as demonstrated by School and National assessments
3. The student fails to grow at the typical rate (1.0 years) over the course of the school year.

A final team decision will be made by the first week of June each school year. The team will decide if the student is promoted, retained, or if the student is required to attend summer school. If the student is required to attend summer school, the parent must agree to the summer school norms regarding attendance and performance. If the parent does not agree with these norms and/or decides that the child does not need to attend summer school, the student will be retained in the same in his/her current grade if this is a first-time retention in the current grade cycle. Even if a student attends summer school, he/she may still be retained based on the teams' decision based on the criteria above.

Middle School Grading

- 4 - I can teach someone else how to do this
- 3 - I can do this on my own without help
- 2 - I can do this with help or an example in front of me
- 1 - I am starting to get it, but I am still confused

4 Point Scale Score	Percentage Score
4.0	100%
3.5	95%
3.0	90%
2.5	80%
2.0	70%
1.5	65%
1.0	60%

Middle School Honor Roll

The purpose of the honor roll program is to recognize and honor students who have demonstrated outstanding academic success. Students will be recognized for honor roll by achieving a 3.0 - 3.49. Students will be recognized as receiving high honors by achieving a 3.5 or above. As Middle School uses standard based grading, honor roll calculation information will be shared with parents and students.

High School Promotion Policies & Grading (9th-12th Grades)

High School Promotion Policy

- Students must earn three or more credits in academic “core” courses in English, mathematics, science, and/or history/social studies and one or more credits in electives (including foreign language (Spanish), engineering, fine arts, religion, and/or physical education) to be automatically promoted to the next grade level.
- Students who fail one semester of a course must attend Saturday and/or summer school (whichever school can offer) that term to receive additional instruction in the course and the chance to raise the failing grade to at least a “C” (Note: The school may not be able to offer every term as such student may be placed into 5th Year Program). Students who fail one semester in the fall will retake the semester course or necessary academic tests and/or non-academic assessments during before or after school tutoring or Saturday. Students who fail a semester in the spring will retake the course during summer school.
- A student who fails the second semester of a sequenced course such as math or science may be required to repeat the entire year-long course. This decision will be based on the individual circumstances and feasibility of the students re-taking the two courses during summer school.

- No student shall be promoted to the next grade unless all 8 of the credits they carry that academic school year are recovered. Students will recover credits during FLEX/WIN, after school/evening courses, Saturday or Summer offerings. (Note: Online options will be available. The school may not be able to offer this option every term as such student may be placed into 5th Year Program.)
- A final team decision will be made by the first week of June each school year. The team will decide if the student is promoted, retained, or if the student is required to attend summer school. If the student is required to attend summer school, the parent must agree to the summer school norms regarding attendance and performance. If the parent does not agree with these norms and/or decides that the child does not need to attend summer school, the student will be retained in the same in his/her current grade. A student who does not satisfactorily complete summer school will be retained in his/her current grade. All retained students will receive a Personal Learning Plan, which is developed by the student's teacher along with the parent/guardian.

Credit & Non-Credit Requirements

Students must earn a "C" (74%) or higher in order to earn credit for the course. The granting of a High School diploma is also conditional based on the recommendation of the student's twelfth grade teachers based on academic performance the completion of 32 credit hours. These hours are described below:

Subject Area	Credits Required	Description
English	4	One full credit is required in each of the following: English I, II, III, and IV. Advanced Placement can be used to fulfil the 3rd and/or 4th year credit.
Mathematics	4	One full credit is required in Algebra, Geometry, Advanced Algebra/Trigonometry, and Pre-Calculus. Additional 4th year math courses like Calculus and Advanced Placement can be used for 4th math credit.
Science	4	One full credit is required in Physics, Chemistry, Biology and Environmental Science. Advanced Placement can be used to fulfil the 3rd and/or 4th credit.
Social Science	4	One full credit is required in both World Studies and U.S. History along with two total credit from any other Social Science course(s). Advanced Placement courses can be used to fulfill the 3rd and/or 4th year credit.
World Language	4	Four years of Spanish world language are required.
STEM	4	Four years of a Project Lead the Way course sequence is required. Students will select from the following programs of study: Engineering, Computer Science, or Biomedical Science.

Fine and Performing Arts/ Business Entrepreneurship	4	Students will take a variety of classes in Music; Dance; Theatre/Drama; and Visual Arts. Students must declare a 'major' but may, with instructor approval and if schedule permits, take courses outside their major. Students may opt to take Business Entrepreneurship classes if they do not wish to complete a Fine Arts Major.
Physical Education	4	Four years of physical education classes are required. ALL high school students are required to be enrolled in daily physical education or have an authorized individual exception on-file.
Total	32 Credits	

Non-Credit Requirements

Service Learning	Students must complete a minimum of 200 service-learning hours. Students must complete 1 classroom-integrated project and 25 individual hours; 2 classroom-integrated projects and 15 individual hours; or 3 classroom-integrated projects. Students must complete one project or 20 hours by the end of sophomore year in order to be promoted to junior status.
Consumer Education	Students must complete a course that integrates Consumer Education into its curriculum. This content is covered in many courses.
Public Law	In accordance with WI Act 55 (2015), every High School student at St. Augustine Preparatory Academy will take a state-approved civics test comprised of 100 questions that are identical to the 100 questions that may be asked of an individual during the process of applying for U.S. citizenship by the United States Citizenship and Immigration Services. In order to graduate the pupil must correctly answer at least 74 of those questions." (Section 3266R, 118.33(1m)(a)1.)
School Wide Assessment	The School has determined that the standardized test for all our high school students will be the ACT test. In order to obtain a High School diploma at St. Augustine Preparatory Academy, our seniors must score a minimum of an 18 on their ACT test or a minimum growth of 4 points (9th grade to 11th grade growth) four weeks prior to graduation (timeline may be flexible depending on student needs)

High School Students with Special Education Needs

If you are receiving special education services, your Individualized Learning Plan (PLP) may specify any unique circumstances regarding grading, promotion, or graduation criteria. This decision is determined by your PLP team, inclusive of you, your parents, and your teachers.

Graduation Requirements

In order to receive a High School Diploma from St. Augustine Preparatory Academy:

1. Students must complete 32 credit hours of work (see required credit breakdown)
2. Students must complete a service learning project with their advisory every year
3. Students must score a 74% or higher on the Wisconsin State Civics test
4. Students must achieve either a score of 18 on their ACT or a minimum growth of 4 points (9th grade to 11th grade growth) four weeks prior to graduation (timeline may be flexible depending on student needs)
5. Students must complete summer programs at College or Aug Prep
6. Students must complete one online course
7. Students must present and pass their Senior Exit Portfolio

These requirements were written with the intention of preparing our students for success in a variety of experiences after high school. While these requirements align to the entrance requirements for the state universities of Wisconsin, they were also written to prepare students for a variety of careers right out of high school. There is great flexibility in the exact courses that schools offer and students take to meet these requirements.

High School Grading

Grades for Aug Prep students represent their mastery of knowledge and content in the subject areas and associated content. A student's possession of content knowledge guides his or her success in applying the knowledge in performance assessments. In the course syllabus, teachers specify the expectations for a passing grade of A, B, or C, with a balance of formative and summative assessment via classwork, projects, homework, quizzes, tests and more.

Students who receive grades below 74 percent or "C," have not mastered the course material, and thus are required to re-do work until mastery is achieved.

Passing grades fall between 74 and 100 percent, and a letter grade of C, B, or A as follows:

93-100 = A

84-92 = B

74 - 83 = C

Failing grades are 69 (D) and lower, as follows:

69 - 73 = D

Below 69 = F

Students must receive a passing grade of 74 percent (C) or higher in order to receive Unit credits for a course. Course credits are defined in Carnegie Units: 0.5 credits for every 60 hours of instruction. A student generally will receive 1.0 credit for a full year academic course that meets five times per week.

Academic Probation

Academic probation indicates that a student's academic performance is less than satisfactory. A student placed on Academic Probation must attend before school, after school, and/or Saturday or summer school sessions as recommended by the student's teachers and the High School principal. Students who do not attend the recommended programs will not be promoted to the next grade level.

A student who frequently achieves scores lower than 70 percent (74 high school) on content-oriented tests or quizzes on performance assessments in one or more courses, is put on “academic probation” and must remain in after school tutoring until he or she consistently demonstrates scores above **70 percent** (74 high school) in first attempts at taking quizzes and tests.

Transfer Credit Policy

Elementary and Middle School (K4-8th): Students transferring to St. Augustine Preparatory Academy from another K4-8 school must provide the end-of-year report card from their previous school year that displays their academic performance across core content areas (math, science, social studies, and ELA), as well as any other legal documentation regarding student academic program (IEP, Bilingual plan, gifted recognition, etc.)

High School (9th-12th): Students transferring to St. Augustine Preparatory Academy from another school must provide an official transcript that displays completed coursework and credits from all previous years grades 9-12; latest standardized test scores; application and letter of intent with 3 character references. At the discretion of the administrative team, a placement test and/or in person interview will be given to transferring students to determine the transfer application and appropriateness of previously awarded credits. Grade-level placement at St. Augustine Preparatory Academy is at the discretion of the school should the student be accepted and opt to attend.

Textbooks

Textbooks (electronic or hard copy) are the property of Aug Prep and will be issued to students at the beginning of each school year by subject area. When a textbook/library book is issued to a student, the registration is recorded by the teacher and the condition of the textbook at issuance is noted. Textbooks are any book assigned for learning, including novels.

Students are responsible for the care and condition of the textbooks/library books that are issued to them throughout the year and must follow these guidelines:

- Hard copy textbooks must be **properly covered** with sturdy paper book covers (no stretchy covers unless they are the extra-large size, no duct tape, no plastic bags etc.)
- Hard copy textbooks are **never to be tossed** or placed on the sidewalk at any time
- Hard copy textbooks are **never to be left exposed** to the elements overnight or on weekends; they must always be taken home or placed securely in a student’s locker for safekeeping
- Hard copy textbooks are **never to be marked in, written in or defaced in any way** with pen, pencil or any other material or object
- Students will be assigned a book number and will complete a book contract. Students must return the book assigned to them per their contract. Students who fail to turn in their assigned book will pay for damaged or lost textbooks. Please note that if a student returns a book that is damaged, the following charges will be applied.
- If the book is significantly damaged or damaged to a point where it cannot or should not be reissued next year (broken binding, pages missing, etc.), the full price of the book will be charged.
- If the book is damaged, but the damage is minimal (torn pages, partially broken binding, damaged cover, etc.), half of the price of the book will be charged. The administration will hold a student’s report card at the end of the year until all books are returned or charges are assessed.

Section V: Athletic and Extracurriculars

The following student athletic code has been approved for all students participating in athletics at St. Augustine Preparatory Academy. This code is in effect for the 2019-2020 school year.

A Christian Approach to Athletics

As a Christian School, Aug Prep seeks to teach its students that athletic play is carried out in service of the love of God. While the goal of athletic competition is to win, the goal of human life is to love and worship God in all that we do. As a result, the Aug Prep faculty and staff seek to develop student athletes who adopt this perspective for their own lives.

Athletics is a powerful metaphor for the Christian life. There are numerous examples within Scripture that make strong connections between the work of the athlete and the discipleship of Christians (1 Cor. 9:24- 27, Phil. 3:14, 1 Tim. 4:7-8, and Heb. 12:1-2). Athletics is an opportunity to develop virtue, and to train for life. In many ways, athletics is a microcosm of life. It reflects situations that many adults experience:

- Dealing with conflict
- Experiencing success and failure
- Teamwork
- Making decisions under pressure
- The acceptance of authority, i.e. coaches and officials

These situations and more give student athlete's opportunities in a safe environment to explore joy and sadness, celebration and disappointment, encouragement and forgiveness, and more in ways that honor God.

Academic Eligibility

- St. Augustine Preparatory Academy encourages student participation in extracurricular activities. A student's academic success, however, takes precedence over his/her participation in any activity outside of the classroom. This policy is meant to encourage students who participate in an activity outside of the classroom to remain in good academic standing. In addition, all WIAA (Wisconsin Interscholastic Athletic Association) academic eligibility rules apply.
- A student athlete automatically becomes ineligible for athletic competition if his or her current GPA for a quarter or semester grading period falls below 2.0 or has any failing grades.
- A student athlete may become ineligible for competition at progress report time if he/she has any failing grades and/or incompletes. Determinations regarding eligibility will be made on a case- by-case basis by the Principal and the Athletic Director. The student's teachers may also be consulted if needed.
- Eligibility may be regained 1) at the mid-quarter progress report time if the student is in good academic and behavior standing and does not have any D or F grades and/or incompletes or 2) at the next quarter/semester grading period if the student is in good behavior standing and his/hers GPA has risen to 2.0 or better with no D's, F's and/or incompletes. Any student who becomes ineligible at any point may seek reinstatement two weeks later of the original ineligible date.

- Additionally, the Principal and the Athletic Director may elect to temporarily suspend any student athlete from participation, practice and/or competition at any time during the school year due to poor academic performance (e.g. missing work, a pattern of poor grades, etc.) and/or poor behavior.

Behavior

- All student athletes are subject to school policy regarding conduct.
- All student athletes are subject to the school's policy regarding the possession and/or the use of tobacco, alcohol, controlled substances, weapons or look alike substances. The possession and/or use of drugs is prohibited. When in the presence of such substances the student must leave the campus immediately.
- All students are subject to the school's behavior code regarding cheating and theft.
- Any student athlete who violates the school's policies who will remain a St. Augustine Preparatory Academy student, will be subject to the following consequences depending on their honesty and forthcoming behavior: *(See below. These are in addition to consequences provided by the Principal and/or School President.)*

Value of Honesty and Forthcoming Behavior

- A St. Augustine student athlete lives and exemplifies the school's mission, vision, and Christian values.
- Honesty and forthcoming behavior are expected.
- Any student-athlete found to have been dishonest for the purpose of avoiding athletic code sanctions will receive a double penalty versus if the student had been honest initially.
- A student who violates the athletic code is expected to report the infraction to the Principal or Athletic Director.
- For the first violation of the athletic code policies, the athlete will be suspended one-fourth of the games, matches, or meets of that scheduled season. If the student/athlete comes forward by 10:00 a.m. the next school day and admits the violation to the Principal or Athletic Director, the student will receive a one competition suspension.
- For the second violation, the athlete will be suspended for one-half of the scheduled season.
- For the third violation, the athlete will be suspended from participation in St. Augustine Preparatory Academy athletics. The Principal and Athletic Director will review the student's overall performance after one year. At that time, sanctions could be modified and eligibility may be restored.

Expectation of Augustine Student Athletes- On and Off Court

St. Augustine Preparatory Academy students are expected to leave the premises when they find themselves in the presence of underage drinking or drug use. Failing to leave these situations indicates support for these activities, therefore, St. Augustine Preparatory Academy will consider a student's presence at the gathering as a violation of the St. Augustine Preparatory Academy Athlete Code.

Qualify to Participate

A student athlete qualifies to participate in sports practices, events and competitions when they are in good academic, behavior and attendance standing. Any student who misses any of the last three

class periods of the day because of illness may not participate in any co-curricular activities the day of the absence. When a student is unexcused from class, he may be suspended from participation. Student athletes who are absent the day before a practice, event and/or competition must have a recorded excused absence on file with the main office in order to be qualified to participate. Student athletes without the excused absence on file will not be qualified to participate until the excused absence is officially recorded by the school's main office.

Sportsmanship Behavior, Collegiality, And Christian Values

Student athletes are ambassadors of St Augustine Preparatory Academy. Athletic events are often the first point of contact that the wider Milwaukee community will have with our school. As a result, it is important that Aug Prep Lions represent their school well.

We expect our students to do their best to exhibit Christian values and virtues in athletic competition. Values that mark a Christian community include, but are not limited to:

- Human dignity (Gen. 1:26-28)
- The love of God (Matt. 22:37)
- Compassion for the vulnerable and needy (James 1:27)
- The goodness of creation (Psalm 19:1-3)
- The importance of grace and forgiveness (Matthew 18:21-35)
- The desire for peace (Matthew 5:9)

We also expect our students to represent Aug Prep by embodying virtues of the Christian faith. A virtue is a disposition to behave in the right way regardless of the circumstances. Virtues are developed through habit and practice. Many Christian virtues can be developed and tested in the midst of athletic competition. The following are some of the Christian virtues that we hope our student-athletes will form and exhibit:

- Faith
- Hope
- Love
- Grit/Perseverance (See appendix)
- Honesty
- Respect
- Humility
- Courage

When Aug Prep student-athletes embody these values and virtues, they represent their school well, and, more importantly, they witness to the work of Christ in their school community. Unfortunately, there are behaviors unbecoming of an Aug Prep student athlete that can result in severe consequences. A student athlete disqualified from a contest for flagrant or unsportsmanlike conduct is suspended from interscholastic competition for no less than the next competitive event (not less than one complete game or meet). In the event the athlete is suspended from one postseason, tournament game, WIAA rules prohibit the athlete from all tournament play.

No student may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with St. Augustine Preparatory Academy. The school prohibits hazing, harassment, and discrimination.

Coaches Rules and Policy

In addition to the above rules, the coach of any athletic team may set rules for his or her team. These additional rules must be clear to the members of that team and to the Athletic Director.

Sports Equipment and Uniform

- Student athletes will be provided with some sports equipment and/or an official sports uniform which needs to be cared for and returned in good quality condition at the end of the sports season.
- Student athletes must turn in loaned equipment and/or uniform promptly when asked/due and not weeks or months later. Equipment or uniforms turned in later than 2 weeks after the season has ended will be charged the full replacement cost(s). Any equipment or uniform not returned (lost or stolen) will be charged to the family at full cost(s).
- St. Augustine highly discourages student athletes to loan, share equipment or uniforms and will hold each student responsible for the equipment and/or uniform issued to them.
- St. Augustine discourages theft at all times, however, it is the responsibility of the student to not leave their school issued equipment and/or uniform unattended or in the care of others at any time.
- An athlete is responsible for all equipment issued to him/her. Stealing and vandalizing athletic equipment or school property will be subject to punishment by the administration.

Administration/Health Insurance Coverage and Liability

- Each athlete (high school students only) must have and pass a sports physical examination before he/she can participate. A valid examination must be on file with the athletic department before practice begins. Physical examinations after April 1st of a given year are good for two school years.
- Each athlete must have a signed parental consent slip before he can participate. Parent consent must be in writing. Phone authorizations will not be accepted as a form of consent.
- Anyone participating in interscholastic athletics or competitive club sports must have health insurance. All athletes must be protected with personal health insurance in case of injury. St. Augustine Preparatory Academy does not provide health insurance coverage for athletes. In any sport, especially contact sports, there is a risk of injury. Injuries to organs, paralysis and even death may occur. Students without health insurance may not practice or compete in any sport.

St. Augustine Preparatory Academy Parent Athletic Code Agreement

Parents or guardians of student athletes participating in St. Augustine Preparatory Academy athletic programs support their son/daughter agreement to abide by all the training rules stated in the athletic code, the school's code of conduct, and student handbook. Parents or Guardians also support the school's belief that alcohol, tobacco, and other drug use is harmful to a person's development and performance.

Parents or guardians of St. Augustine student athletes are expected to be role models of our school's mission, vision, and Christian values. As such, parents will not interfere with practice and/or competitions. Positive cheers and words of encouragement are permitted, celebrated and valued however there will be no tolerance for any negative behavior in the gym, pool, field, etc. at St. Augustine or at another school/location towards student athletes, even the parent/guardian's own

child/children; other parents/guardians; school officials; and/or sports officials. Parents/guardians will be provided with a verbal warning either by a school official or sports officials. If the behavior continues, the parent/guardian will be asked to leave the sports competition space/location.

Sportsmanship Code of Conduct

Competitive team experiences contribute significantly to the development of Christian character, mutual support, and school spirit. Sportsmanship is an important part of this training.

We expect our coaches, players, parents, and students to represent Aug Prep in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of parents and friends. In the process, we expect all to uphold the same high standards that we ask of our students. Opposing teams and their fans are to be treated as honored guests. Students who fail to meet these standards will face disciplinary action or be removed from athletic participation.

Extracurricular Activities

We encourage Aug Prep students to participate in extracurricular activities. Students may participate in types of extracurricular activities. Athletics (see Athletic Code above), clubs and intramurals are part of the Aug Prep school experience but may not be credit or grade bearing and may not be associated with a curriculum. There are times when academic extracurricular activities can be part of the curriculum of a class in which the student is enrolled, such as Fine Arts Concerts or Drama performances. Although academic extracurricular participation may require time outside of class time, these time commitments are for a grade in the class and the eligibility guidelines below do not apply.

Athletics & Extracurricular Eligibility Guidelines

High School Eligibility

- A student loses eligibility to participate in any extracurricular school-sponsored activity or competition if he/she earned a class average below 75% (2.0 GPA) in the prior quarter or in previous semester.
- Quarter and/or Semester grades will be used to determine eligibility.
- Must be present 90% of the club meeting time.
- Eligibility may be regained at the conclusion of 2 weeks from the Monday determination date if the student is passing all classes with a 75% (2.0 GPA). It becomes effective at school dismissal time.
- Students who fail to regain eligibility after 2 weeks will have additional opportunities to become eligible on a weekly basis (Monday or Tuesday if Monday is a holiday) until the next eligibility determination date.
- Eligibility is determined by Noon on the school day immediately following the end of a grade evaluation period (usually a Monday) and becomes effective at 4:00 PM that day.
- All assignments must be turned in by the last day of the quarter.
- A missing or pending assignment shall be considered a zero if it is not turned in by the Friday prior to the eligibility determination date for eligibility calculation purposes.
- Students may not drop courses in order to regain eligibility.
- Dual credit courses taught on the Aug Prep campus. The college establishes the grading periods which do not coincide with Aug Prep grading periods. Therefore, dual credit grades

are only evaluated for eligibility purposes at the end of the semester. Eligibility will be determined based on the semester grade only for dual credit classes.

- Online courses in progress for Aug Prep credit are considered in the grade check. Students must be on schedule for the course completion date and passing the course at the eligibility determination dates.

Students who are ineligible are:

- Not permitted to travel with the team/group to competitions (“away competitions”)
- Required to attend mandatory tutoring in the class they are failing until their grade is brought up to passing. These sessions may interfere with athletic practice.
- Not permitted to dress in the team/group uniform if attending the competition
- Allowed to continue to practice with the team/group
- Allowed to attend the team’s/group’s competitions taking place on the Aug Prep campus (“home competitions”)

Grade Evaluation Period – the date range for graded assignments used in the eligibility determination

Eligibility Determination Dates – the date on which all students’ grades to date, in the current grading period are checked by the Registrar.

First Opportunity to Regain Eligibility – only applies to students determined to be ineligible on the prior eligibility determination dates. This is the very first date the student has an opportunity to regain eligibility. The students’ grades in all classes will be evaluated again on all graded assignments to date in the current quarter.

Elementary and Middle School Eligibility

Club/Athletic eligibility for elementary and middle school will be considered on a case to case basis based on attendance, grades, and behavior performance. This will be communicated by the school administration in collaboration with the athletic director and/or club facilitator.

Attendance Guidelines for Extracurricular Participation

If a student is present for at least $\frac{3}{4}$ of the school day (not arriving past 10:00 a.m. or not leaving before 1:00 p.m. on a Monday-Thursday), he/she will be counted as present in attendance for the day. Students who are not present for $\frac{3}{4}$ of the school day are not permitted to participate in extracurricular activities on that particular day without the Principal’s approval.

Section VI: Student Safety and Behavior Policies

Safety Policies

Injuries

Minor injuries will be given appropriate first-aid treatment by the school nurse or authorized staff member. Treatment will be limited to cleaning a wound and/or providing Band-Aids and/or applying ice packs. In the case of serious injuries or other emergencies, paramedics will be called, and parents notified. In the event that a parent cannot be reached, someone listed on the child's emergency contact list will be notified. Authorization to provide emergency medical care is given or declined during the enrollment process (Infinite Campus).

Sick at School

When a **child feels ill at school**, parents/guardians will receive a phone call. Students will never be sent home with an illness until the school has personally contacted the parent's/guardian's home or work. Therefore, it is necessary that we keep accurate and up-to-date records of parent's/guardian's home address, phone numbers, babysitter, etc. If this information changes throughout the school year, please notify the office immediately. Students who are too ill for school will not participate in extracurricular activities on the same day. Students will never be sent home walking alone when ill.

Aug Prep Illness and Health Policies

Please read and comply with the guidelines listed below regarding sending your child to school after an illness. We appreciate your understanding and cooperation in protecting all our students from communicable or contagious diseases. Students need to be in optimal health for optimal learning.

Communicable Diseases/Conditions Exclusion from School

To protect students from communicable illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the campus nurse so that other students who might have been exposed to the disease may be alerted. Students should be symptom free for 24 hours before returning to school.

The guidelines below have been developed for the exclusion of students who have communicable or contagious diseases.

A student with **any of the following symptoms** must not attend school until such time as the student is free from symptoms listed below:

- Temperature of 100.0 degrees or more. Students must be fever free for 24 hours without fever reducing medication, i.e.; Tylenol, Motrin, Advil, before re-entry.
- Vomiting or diarrhea, must be symptom free for 24 hours without medication, before re-entry.
- Undetermined rash over any part of the body accompanied by fever
- Red, draining eyes, intense itching with signs and symptoms of secondary infection
- Open, draining lesions or wounds
- Lice or nits on the shaft of the hair

- For any infection, antibiotics must be taken for a minimum of 24 hours prior to re-admittance to school.

A certificate of the attending physician attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-communicability in a school setting may be deemed necessary for reentry into school.

Immunizations and Physicals

All students enrolled at Aug Prep are required to have up-to-date immunization records on file at the beginning of each school year and a Medical Authorization form must be completed in Infinite Campus and updated as needed. All new admissions will have immunizations up-to-date prior to attending the first day of school. The nurse's office will notify parents by email in advance of immunizations needing to be updated. Follow-up emails and phone calls will be made, if necessary. It is the parent's responsibility, not your child's responsibility, to deliver an updated immunization record to the nurse's office. Students who are delinquent in obtaining their immunizations, **after the first 30 days of school**, will not be allowed to attend classes.

Exemptions from immunizations are allowed for reasons of conscience in the state of Wisconsin. You may elect to not immunize your child/children via the following ways –

- An affidavit, available from the Wisconsin Department of Health, must be submitted to the office. This is valid for two years.
- Medical exemptions from obtaining immunizations are allowed. To claim an exemption for medical reasons, a student must have a statement signed by their physician who has examined the student and states that the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. This exemption statement is valid for one year from the date signed by the physician.

Aug Prep adheres to Wisconsin state law which requires that immunizations are up to date. Any student participating in sports must have an annual physical and turn in a signed physical form. This form is located on the website.

Inhalers

A student may possess and self-administer asthma medicine on school property or at a school-related event, if the student has written permission from the student's parent **and** the student's physician or licensed health care provider.

The following requirements must be met prior to a student being allowed to carry his/her inhaler:

- The parent has not requested that school personnel administer the student's asthma medication; and
- The school receives annual written authorization from the student's parent for the student to self-administer, and
- The inhaler is properly labeled for that student; and
- The school nurse or other appropriate party assesses the student's knowledge and skills to safely possess and use his/her inhaler in a school setting and enters a plan to implement safe possession and use of the inhaler into the student's school health record.

Head Lice

Aug Prep has a Nit-free policy. If your child is sent home with head lice, the student must be checked in prior to readmission. Readmission is at the discretion of the school.

Dispensing Medications

Any prescription or over-the-counter medication that must be administered during school hours should be accompanied by a written request from a parent/guardian. All medications must be in their original, properly labeled container. The following information must be completed on an Authorization to Dispense Medication form available at the office or on the website:

- Student's name
- Name of medication
- Date(s) to be given
- Time(s) to be given, or how often
- Dosage (how much), which must include a physician's written direction if different than the recommended dosage
- Signature of the parent or guardian
- Date request written
- Nonprescription medicine must be in the original container with original label and the student's name. The nurse's office will not accept medication in unlabeled bottles or zip lock bags.

If your child is to receive medication at school, it is the child's responsibility to report to the designated area in the nurse's office to take his/her medication. All medication, with the exception of rescue inhalers for asthma, must be turned in to the nurse's office and not carried in the student's possession or stored in his/her locker. Students are never permitted to keep prescription or over-the-counter medications in their personal possession while on campus, including lunch boxes, personal bags, backpacks or lockers. Students may keep cough drops in their possession, but not cough syrup. All medication (prescription or over-the-counter) must be registered in the nurse's office for authorized use and safekeeping. Failure to do so will be considered an infraction of the Code of Conduct.

The school nurse will provide students in grades 5-12 with acetaminophen, ibuprofen, Tums, and pseudoephedrine, provided a parent signs the medical release authorization during enrollment.

If your child's medication is stored at the school nurse's office, it must be picked up before the last day of school. Any unused medication will be thrown away if not taken home.

NOTE: These rules for dispensing medications also apply for all other school events including school trips, activities, and/or athletic events.

Crutches/Wheelchair and Elevator Use

Any student experiencing mobility problems or having a physical condition requiring the use of **crutches/wheelchair** and/or the **school elevator**, should bring a doctor's note to the school nurse with the following information:

- Diagnosis and/or reason for crutches/wheelchair and/or elevator
- Duration of crutches/wheelchair and/or elevator use

- Physician's signature and contact information

For Elementary School students: After the school nurse obtains and verifies the doctor's note, the nurse will contact the main office to assist the student with the elevator.

For Middle School and High School students: An elevator pass and instructions will be issued by one of our Administrative Assistants after the doctor's note is verified by the school nurse.

Visitor Policy

Parents are welcome to visit our school anytime. To ensure visitations are productive for both school and visitors, please follow these guidelines:

1. All visitors must sign in the front office after entering the building. The security officer or an administrative assistant will register each visitor using our eVisitor system. For security purposes, all visitors must be photographed in order to enter the building. The photo will be printed on a temporary visitor pass sticker that all visitors are required to wear while in the building. All visitors are required to complete this process in order to access any of our building space and classrooms.
2. If a visitor is visiting a classroom or any other area of our building, they must wear a visitor identification sticker in a visible place.
3. Parents wishing to visit their child in class must speak with the teacher and receive confirmation from the school before attending. Parents may be granted permission to visit with their child on a specified date and for a specified time. If a parent has been granted permission to visit a classroom, they must confirm their attendance at least 48 hours in advance.
4. Conferences with teachers cannot be scheduled during class time. Parents must make arrangements with their child's teacher to meet either during the teacher's preparation time, or before/after school (if the teacher is available)

School policy does not permit children (students from other schools, friends, relatives) to visit the classroom for the day.

Incident Weather

In the event that the school will be closed because of hazardous traveling conditions, the announcement will be made through the Aug Prep website, Facebook, Schoology, and Infinite Campus. At the discretion of the school principal and when the temperature outside is safe for our students and staff, K4-8th grade students will have regularly scheduled recesses. Please dress them accordingly and provide the proper outerwear for outside activities.

Child Abuse

Aug Prep personnel are mandated by state law to report any observed or suspected instances of child abuse to the appropriate public authorities immediately.

Child Custody

If legal custody stipulations apply to your child, it is required that copies of this information be

provided to the school office in order to be enrolled and in attendance at Aug Prep. Additionally, we will need copies of any custody changes.

Disaster and Lockdown Drills

Fire, lockdown and tornado drills will be held regularly during the school year. Instructions will be given at the beginning of the school year, and instructions will also be posted in each room. Students should recognize the seriousness of the drills and refrain from disorderly behavior. In the event of a disaster occurs during a regular school day, students will be released only to their parents or those listed under Emergency Contact Information. Photo identification will be required if someone is not known to school personnel.

It is impossible in a time of disaster to verify telephone requests or a parent's written consent given to a friend, neighbor, or relative to pick up a student. School personnel cannot undertake the responsibility of releasing students to any adults other than parents or those listed under Emergency Contact Information. Parents can also complete the dismissal permission form to indicate how the child will make it back home (i.e. walking, public transportation, etc.)

Please have a planned procedure established. If you will be out of town, notify the office in writing stating who is authorized to act in your place. The fact that parents will know where their children are, that they are under supervision, and that precautions for their safety are being observed, should help to prevent panic and confusion.

Activation of the fire alarm will immediately notify the fire department. Careless or malicious initiation of a false alarm is an illegal action that could lead to serious injury in an attempt to evacuate the building. Deliberate offenses will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm as well as subjection to possible disciplinary action, which may include expulsion.

Photographing Students

Students may be photographed or videotaped by the school in the course of school activities. Parents may choose to allow their student's likeness to be used in promotional and/or advertising materials, or opt out during the enrollment process.

Behavior Policies

At Aug Prep, a student is expected to conduct himself/herself in a manner that is consistent with the ethical and moral principles of the Christian faith. Discipline is administered in a loving, positive manner, and students are guided in changing attitudes and behavior and in becoming self-disciplined individuals. Students are held accountable for their actions. Most discipline will be handled by the classroom teacher, but any serious or persistent problems will be referred to the Principal. Disciplinary action for persistent or serious infractions can include, but is not limited to, loss of privileges, detention, in-school suspension, out-of-school suspension, or expulsion.

Teachers are encouraged to listen to all parties involved, to ensure the discipline fits the seriousness of the offense and that the type of discipline does not vary too much for similar offenses. The goals of helping students conform to classroom and school requirements and of guiding them in the development of self-discipline are always kept in mind.

In the event of serious or persistent problems, parents will be notified, and the parents, teacher, and principal will have a conference. The student may also be required to be present. Appropriate action will then be administered.

Code of Conduct

Attendance at Aug Prep is a privilege, not a right, and each student is expected to behave in an orderly and respectful manner, maintaining Christian standards in courtesy, language, morality and honesty.

Students are expected to abide by the following rules, policies, procedures, guidelines and standards at all times. Please review these carefully with your student.

Code of Conduct Expectations include, but are not limited to:

- Because God has made all people in His image and invested them with value, Students are never permitted to violate another person's character either verbally or physically, either overtly or surreptitiously.
- Because appropriate response to authority is biblically mandated and critical to the shaping of a child's life, students are expected to respect and demonstrate courteous obedience to all school personnel, staff members and campus guests. Students are expected to remain out of any unauthorized areas unless accompanied by a teacher or with special permission. Students are not allowed in a classroom without a teacher present or express permission.
- Because the Bible calls us to carry out our work with all our heart and as though we are doing it for God, students are expected to arrive to class on time and come prepared with Chromebooks (fully charged), books, assignments, pencils, pens, and any other material that may be necessary for the daily class work.
- Because Jesus calls us to love our neighbors as we love ourselves, Students are expected to listen attentively to teachers at all times as well as other students when appropriate.
- Because our school facilities and materials are a gift from God, and because we are called to care for them and use them appropriately, students are expected to respect the property of others. Students are not to deface, damage, or remove any school property or the personal property of another person. Parents will assume full financial liability for any and all damages (including textbooks and lockers) incurred at school or at school sponsored functions and activities as a result of their child's actions. Students are expected to not chew gum on campus at any time. Students are expected to assume personal responsibility for doing their part to keep the school campus looking neat and clean. This means that students are expected to keep personal property off the sidewalks and breezeways, to place their trash in the appropriate receptacles, and to keep their locker doors shut at all times. Students are expected to use the restrooms for their intended purpose only. Restrooms may not be used for loitering, eating, or as a group hang-out or any non-sanctioned activities.
- Because the Bible calls us to live in community with self-discipline and gratitude, students are expected to maintain appropriate self-control in their classroom conduct. Passing notes, tossing or playing with irrelevant objects or other activities which are disruptive in nature are not allowed in the classroom.
- Because God has given us bodies to be used in ways that glorify him, students are expected to dress appropriately and follow the modesty guidelines; showing a demonstrative willingness and cooperative spirit in adhering to the Aug Prep dress code policy at all times while on campus. This also encompasses field trips, awards assemblies, sports programs and

any other special Aug Prep sponsored off-campus functions.

- Because our school is called to serve its Christian mission primarily as a place of learning and not a place of business, Students are expected to not sell products or solicit sponsors for any fundraising activities while on campus unless approval has been obtained from the principal in advance.
- Because the Bible calls us to standards of purity and to seek contentment in any circumstance, students are expected to refrain from any public displays of affection while on campus or at any school- sponsored function or activity. Moreover, students refrain from any physical contact with another student at all times.
- Because the Bible calls us to seek the integrity and justice of our community, students are expected to commit to the Honor Code. Students are expected to commit to honor and integrity by never allowing theft, cheating, gossip, or other wrong behavior to occur, first in their own lives, and secondly, by those persons around them. Students are exhorted to follow the precepts of Matthew 18:15-20 (except in areas of serious misconduct when an adult is needed immediately), humbly submit to God and voluntarily seek counsel from others in leadership if they experience personal problems.

Harassment

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to the mission and values of Aug Prep. It is therefore essential that we maintain learning and working environment free from any form of harassment or intimidation.

Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive, or intimidating environment. The intention of the harassment (i.e.: whether or not it was meant to be a joke) is irrelevant if a party is hurt or offended in the process. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to:

- Threatening behavior
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes or gestures
- Physical or mental abuse
- Verbal abuse

Any student who feels he/she has been subjected to harassment should contact the principal, social worker, advisor, teacher or school president. The person contacted will inform his/her superior immediately upon learning of the allegation. The parties involved will then meet with the necessary administrators and the school president. Potential disciplinary actions may include suspension and/or expulsion depending on the severity of the incident. In the most severe cases, necessary legal authorities will be contacted and notified of the offense.

Relief from harassment may involve a variety of strategies and procedures depending on the needs of the students involved and the severity of the case. Possible strategies may include:

- Removal from the current space for a day or an extended period

- Counseling or therapy services
- Movement to a new classroom

Other relief will be considered on a case-by-case basis depending on the needs and desires of the reporter.

Student Sexual Harassment Policy (Employee-Student and Student-Student)

Policy

Aug Prep is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this will be subject to discipline, up to and including termination or expulsion.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. unwanted sexual advances or propositions;
2. offering academic benefits in exchange for sexual favors;
3. making threatening reprisals after a negative response to sexual advances;
4. visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects, pictures, cartoons, or posters;
5. verbal conduct such as making or using derogatory comments, epithets, slurs, and/or jokes;
6. verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
7. physical conduct such as touching, assaulting, impeding or blocking movements.

Employee-Student Sexual Harassment

Employee-student sexual harassment is prohibited.

Student-Student Sexual Harassment

Student-student sexual harassment is prohibited.

What to do if you Experience or Observe Sexual Harassment?

- Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to the school president.
- Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to a staff member as soon as possible.

All complaints will be promptly and thoroughly investigated.

Where to Report Sexual Harassment?

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Abby Andrietsch President	Gus Ramirez Board Chairman
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Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student’s parent or guardian and appropriate government officials as the circumstances warrant.

Protection Against Retaliation

It is against the school’s policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation, proceeding or hearing concerning sexual harassment.

Procedure for Investigation of the Complaint and for Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he or she shall immediately initiate an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

[School Bullying Policy](#)

Aug Prep strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. Our School consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition: Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

- Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Bullying behavior is prohibited in the school, campus, property and educational environments, including any property or vehicle owned, leased or used by Aug Prep. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision, including sporting events

Procedure for Reporting/Retaliation:

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to their supervisor. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to any school staff member. Reports of bullying may be made verbally or in writing. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report. The school official receiving a report of bullying shall notify the school principal to investigate the report. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying:

The person assigned by Aug Prep to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. Aug Prep shall maintain the confidentiality of the report and any related pupil records to the extent by law.

Sanctions and supports:

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, Aug Prep administration may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Support service staff will provide support for the identified victim(s).

Damage to School Property

Parents are responsible for the cost of replacing or repairing school property, including computer equipment, damaged by their child(ren). This includes classroom and library items, furniture, locks and lockers, textbooks, playground equipment, P.E. equipment, and school buildings. Parents are also responsible to replace student ID's if they are lost and/or misplaced. Report cards and transcripts will be held until all fees are paid. Under no circumstances will the administration tolerate any type of student pranks on campus. This is applicable to all property, buildings, furnishings etc. of Aug Prep, as well as the property of faculty, staff and other students.

Search and Seizure

Authorized school personnel may conduct a reasonable search of a student or his/her locker, and/or belongings when they have reasonable cause to believe that the student has an item in his/her possession which may constitute a criminal offense under the laws of the state of Wisconsin, or other items prohibited by school rules. The Administration of Aug Prep reserves the exclusive right to have the Milwaukee Police Department do routine and random checks for illegal drugs anywhere on campus. Students also understand and agree that Aug Prep shall have the right to monitor or examine any electronic device at the school or any Aug Prep activity. Additionally, Aug Prep may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, for example Facebook, Snapchat, Instagram, or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves. Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, our families, and ourselves.

Prohibition and Non-Invite

A student may be placed on disciplinary probation after repeated minor infractions or a major infraction of school policy. The student will be given a specified period of time for improvement. If the improvement plan is honored, the student will no longer be on probation. However, students who do not honor the improvement plan with improved conduct and behavior will be asked to withdraw from school. Gross offenses can also result in an immediate loss of seat or expulsion hearing.

Major Infractions of the Code of Conduct

Although not all-inclusive, the following may result in suspension or immediate expulsion from the school:

Abusive or Profane Language and Disrespect

Using abusive or profane language, showing disrespect to teachers and classmates, insolence, verbal abuse and disruptive classroom behavior will not be tolerated and will result in disciplinary action. This includes threatening, intimidating language or causing bodily harm to any person or property, as well as interference with the rights of others.

Academic Dishonesty

Aug Prep will not tolerate academic dishonesty. This violation, in the form of cheating and plagiarism, is a grave breach of trust that must be present between a student and teacher. Administration, faculty, students and parents should never take an occurrence of academic dishonesty lightly. Therefore, it is the intent of Aug Prep to enforce this policy with justice and objectivity, working with parents to teach students the value of honor and integrity, and the natural consequences of inappropriate choices.

Academic Dishonesty is defined as, but not limited to:

- Any attempt to gain an unfair advantage on an assignment, quiz, or test;
- Copying, faxing, or duplicating assignments that will each be turned in as one's own work;
- Exchanging assignments by printout, disk transfer, or electronic transfer, and then submitting

them as originals;

- Preparing for cheating in advance, including:
- Writing formulas, codes, key words, etc. on one's person or objects for use during a test when the teacher has prohibited such;
- Using hidden and/or unauthorized reference sheets (cheat sheets) during a test;
- Using programmed materials in electronic or battery-operated devices when they have been prohibited by the teacher;
- Exchanging answers (either giving or receiving answers) with others when prohibited;
- Taking, stealing, and/or using a (completed) assignment from someone else and submitting it as one's own work;
- Giving a (completed) assignment to someone else for the purpose of submitting it as their own;
- Plagiarism: submitting material written, designed by someone else, without giving proper notation from the original source;
- Taking credit for group work when little contribution was made to the established assignment criteria;
- Not following additional specific guidelines for academic honesty as established by a teacher, class, or department;
- Unauthorized acquisition, use, and/or distribution of test materials or answer sheets;
- Unauthorized use of teacher's computer files and/or grading programs.
- Use of a cell phone during a test or quiz will result in an automatic zero and is considered a major offense.
- Intentional activation of the fire alarm, particularly when it requires our administrators to evacuate the building.

Academic Dishonesty is *not*:

- Peer tutoring (when permitted by the teacher) to better understand;
- Incorporating someone else's work, idea, and/or graphics and images into your own work when proper notation to the work is made and proper citation is given;
- Submitting work done alone or with the help of the teacher;
- Group work when solving a problem in which group work has been authorized by the teacher, and submitting one copy as group work, identifying each member of the group.

Excessive/Repeated Bullying, Harassment and Intimidations

Aug Prep recognizes that bullying (including cyber bullying), harassment (sexual or otherwise), and hazing are abusive and at times illegal behavior that harms victims and negatively impacts the school environment by creating an environment of fear, distrust, intimidation and intolerance. Aug Prep further recognizes that preventing bullying, harassment, and hazing in schools is essential to ensure a healthy, non-discriminatory environment in which students can learn and employees can work productively. Aug Prep is committed to providing an educational environment that promotes respect, dignity, and equality and that is free from all forms of harassment. To this end, Aug Prep condemns and strictly prohibits bullying and/or harassment based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or gender expression, as well as any other characteristic protected by applicable federal, state and/or local law. All forms of bullying and harassment are prohibited on school grounds, school buses, and at all school-sponsored activities and events that take place at locations outside the district.

Drug and Substance Abuse

Because we believe that our bodies are temples of the Holy Spirit, the possession, use, or distribution of

drugs, alcohol, and tobacco product(s) is prohibited.

Any situation where a student is suspected of engaging in such activities will be thoroughly investigated by the administration and the parents will be notified. The Administration of Aug Prep reserves the exclusive right to have the Milwaukee Police Department conduct routine and random checks for illegal drugs anywhere on campus with the use of trained, drug sniffing dogs.

Students connected to any drug-related persons or suspected events or activities may be required to submit to drug testing and be subject to expulsion. Violation of this policy will be dealt with by the administration whether the events occur **on or off campus** and whether the parents have knowledge of the activity or not.

Aug Prep Administration has taken the following proactive steps in order to educate faculty, parents and students on Drug and Substance Abuse:

- In-service Drug Education for Faculty/Staff
- Parent/Student education seminars once a year, at a minimum
- Drug education articles to families
- Positive student peer accountability with anonymity

Fighting

Students are responsible for settling confrontations in a peaceable manner and without the use of violence. Students are to actively seek the assistance of adults to help them in resolving the manner and upholding our Christian selves. Fighting as well as play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. A suspension may be issued for fighting and a re-entry meeting may be required prior to the student's return.

Fire Safety

Violations of fire regulations - include tampering with fire alarms, using matches, lighters, or fireworks. Intentional activation of the fire alarms is also considered a major violation.

Gambling

A dictionary definition of gambling states: "the act or practice of consciously risking money or other stakes without being certain of the outcome." We may therefore infer that gambling is an act involving risk and competition, by which one student consciously risks personal money or other personal stakes in the hopes of gaining something at someone else's expense without giving anything of value in return. The fact that the parties involved agree to this transaction is irrelevant and does not justify it; an agreement to do something wrong is in itself wrong, a clear violation of a biblical principle.

Aug Prep recognizes that student attitudes concerning gambling are taught within the framework of parental responsibility and authority. Therefore, the underlying issues concerning stewardship, addiction, idolatry, exploitation and conscience relating to gambling should be addressed in the context of parental teaching, instruction and discussion.

Aug Prep is committed to uphold biblical principles and will exercise its responsibility and authority to prevent and prohibit the misuse or misappropriation of funds between students through various forms of gambling.

Card playing, rolling dice, pitching or matching coins for the purpose of gambling (as defined above), or any other games of chance for profit is forbidden on campus or any other school-related activity. Distribution of monetary gains is also strictly prohibited.

Betting for money or profit is never permitted, and under no circumstances should money and/or goods ever exchange hands as the result of winning odds or a bet.

Immorality

Unbiblical sexual conduct includes inappropriate contact, whether on or off campus. Students are reminded to refrain from all forms of physical contact.

Plagiarism

Plagiarism is defined as a “presentation of another person’s words or ideas as your own and not properly giving credit to the author of those words.” A plagiarist is a student who leads the reader to believe that what is being read is the original work of the student, when in fact, this is not true.

Examples of plagiarism include, but are not limited to:

- Word for word copying of another’s writing without enclosing the copied passage in quotation marks and identifying the passage with a footnote, both of which are necessary. This would include magazine articles, newspaper articles, book material, another student’s work, or any written ideas and words that are not your own. Any verbatim use of someone else’s work must be acknowledged by (1) appropriate indentation or enclosing all such copied portions in quotation marks and by (2) giving the original source in a footnote.
- A mosaic which is a random patchwork of readings and phrases that are woven into the paper resulting in a collage of other people’s words, ideas and thoughts, with the student’s sole contribution being that of working the pieces together.
- Paraphrasing which is an abbreviated (and often skillfully prepared) restatement of another person’s language, structure, analysis and/or conclusion without credit being given to the person who prepared the original text or writing.
- Purchasing a prepared paper from a third party and submitting it as your own original work.

Aug Prep cannot prevent students from plagiarizing, but we can make sure that students know what plagiarism is, what the penalties for it are, and the jeopardy it places them in. Any student who may have questions or doubts about the originality of the work they are preparing to turn in as their own or needs clarification should consult with their teacher.

Stealing

Being in possession of property that does not belong to the student.

Truancy

Missing school without parent’s permission or leaving school property without permission from the school office, is skipping school. The penalty for skipping is an unexcused absence, plus possible Saturday school, suspension or expulsion from the school. Students must obtain permission before leaving a classroom. Students who miss more than 20 minutes of class (80 minute) or 10 (55 minute) without permission will be considered truant and may not receive a full day’s attendance.

Missing school on days where major projects or tests are due is considered truancy. Students may not report to school late on days where tests and projects are due; this is also considered truancy. Any full or partial absence must be documented with a doctor’s note.

Vandalism

Destroying or defacing of school property, including Chromebooks, textbooks, desks and lockers. This

includes etching and placing gum under furniture.

Violation(s) of the Social Media – Acceptable Use Policy

See policy information on pages 59-60

Weapons

The possession, use, distribution or attempted distribution (by sale, gift, or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, combs with picks (hidden or visible), pens or other long objects shaped into a sharp point, brass knuckles, mace, tear gas, bullets, fireworks, and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon (look-alike weapons).

Graduation

Any major infraction occurring during the senior retreat, senior end of year activities, senior trip or the last week of school may result in the student not participating in the graduation ceremony.

Students must be present the school day before and school day after any/all graduation events including luncheons, banquets, ceremonies, celebrations, etc. otherwise they will not be permitted to participate. Absences must be documented by a doctor's note.

Suspension and Expulsion Policy with Appeal Procedures

The principal and/or school president reserves the right to suspend a student for a disciplinary infraction and/or consistent or serious disregard for school policy. Suspension is justified in unusual circumstances. Prior to any suspension, the student must be informed of the reason for the suspension. The parents/guardians of the suspended students are given notice of the suspension and the reasons for the action. Out of School Suspension is considered an unexcused absence. When a suspension is issued, the administration will require a re-entry meeting to be held prior to the student's return.

Very specific changes in attitudes and actions will be expected prior to being permitted to return to Aug Prep. Disciplinary probation may be invoked when a student is suspended from school. Students are not permitted to participate in extracurricular activities while on suspension and may be further disciplined by the coach or sponsor of their extracurricular activity after returning from suspension.

The length of the separation for suspension will be determined by the administrative team. Factors determining the length of the separation will reflect the seriousness of the discipline problem and the age of the student. The parent(s) or legal guardian(s) will be notified by the administrative staff/teachers about the student's discipline problem and the conditions of suspension. State Law directs that a maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow no more than a total of seven consecutive school days to be served in suspension until the expulsion hearing is held.

Expulsion is considered a permanent termination of enrollment at St. Augustine Preparatory Academy. Expulsion will be used only as a very last measure and for actions that risk and/or cause significant mental, emotional, or bodily harm on students or faculty. Expulsion also results from blatant and repeated refusal to obey school rules or behavior which endangers property, health, or safety of others and threatens the common good. When a student has been recommended for expulsion, the parent will be notified verbally as well as in writing of the intent to expel. The parent may request an expulsion hearing or withdraw the child from the school. The procedures for the expulsion hearing are as follows:

- Students recommended for suspension or expulsion have the right to a hearing.

- The hearing is conducted by a committee comprised of school staff and administration.
- The committee may consist of 2-5 staff members, but the school president has the ultimate decision-making power in suspension or expulsions and the decision is delivered to parents within 24 hours of the hearing.
- Parents maintain the right to withdraw a student voluntarily in writing up until the time that the final disciplinary action that is approved takes effect.
- The parents have the right to appeal a suspension or expulsion to the school president in writing within five (5) school days following the notification of the suspension or expulsion.
- The school president will respond to the appeal in writing within two weeks.
- Students expelled from school may not return to campus for any reason or attend Aug Prep school events.

Technology and Social Media

Technology Code of Ethics

All users of Aug Prep’s technological resources will adhere to the following code of ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights and property of others and to help others behave in a similar fashion. I will make a conscious effort to be a good witness to my fellow students, faculty members, and others as I use the school’s equipment and communicate my ideas to others. I will strive to apply Philippians 4:8 and Titus 2:7-8 to all of my academic work and electronic communication:

“Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” -

Philippians 4:8

“In everything set them an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.” - Titus 2:7-8

The Aug Prep network and computer equipment is available for students, faculty, and staff to use for research, study, and other educational purposes. The goal in providing access to these technological resources is to promote educational excellence and innovation, and to facilitate communication and creativity in the expression of ideas and information. Report any hardware or software problems and any knowledge of inappropriate usage to: it@augprep.org

Acceptable Uses

The use of the school network and computing equipment by an Aug Prep employee or student must be for the purpose of conducting one’s job responsibilities or educational opportunities. Aug Prep has the right to place restrictions on the material that users access through the school network. The transmission of any material in violation of any U.S. or state regulation is prohibited, including, but not limited to copyrighted material, threatening or obscene material or material protected by trade secret.

Unacceptable Uses

Users will not attempt to gain unauthorized access to the Aug Prep network or go beyond their authorized access on the network. These actions are illegal, even if only for the purposes of “browsing.” Unauthorized access includes attempting to log in through another person’s account or accessing another person’s files.

Users are responsible for their individual network account and should take all reasonable precautions to prevent others from using their account. Employees and students should not provide their network password to any other person.

Users will not make deliberate attempts to disrupt the operation of the Aug Prep network, other networks or vandalize any of the technology equipment. Vandalism is defined as any malicious attempt to harm or destroy hardware or software, another person's data files, or any other networks connected to the Aug Prep network. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in the cancellation of technology privileges and disciplinary action.

Student Technology Use Guidelines

Computers located on teachers' desks or in the offices are not available for students to use. Computers in the library, two computer labs, mobile laptop carts or other designated locations are available for student use. Some Lower School classrooms also have two additional computers available for student use upon the teacher's permission.

Each student is assigned a unique login (username and password). He/she may only use the login assigned to them and may not use another person's login for any reason. Students should not share their username or password with anyone else. Students will NOT be able to change their passwords at all; all passwords are set by the Technology Dept. and are shared with the parents. If a student's account is not working properly, he/she should contact an IT staff member.

Students should use the computer provided in designated locations. Remember to save your work frequently, especially before exiting and logging off. Always, log off or lock your computer before leaving your desk for an extended duration. This will prevent others from using your account and allow them to use the computer when you're not there. After several minutes of inactivity, a screensaver will activate. This screensaver will require your password to regain access to the computer. When finished using a computer, you are expected to log off it.

Students are not permitted to install software, download program files or zipped files from the Internet, or add files to any computer unless expressly authorized to do so by the Technology Department. Students are encouraged to save all files to their Google Drive as much as possible so that they can access those files at home or any other location with an Internet location.

Printing on paper is no longer a recommended practice, but when necessary, each student will be given access to print to the nearest printer. Printers should only be used for Aug Prep school purposes. Students will each be given a unique printer code that will allow them to print to any printer in the school. Students will be given a set amount of pages that they are allowed to print per month. If they need to print more than this amount, they may make a request for additional copies via their school principals.

Students can transfer documents between school and home either by using USB drives, their Google Drive, or by sending email with attached documents to themselves. Students may also use their Google Drive to share documents with their teachers. Students are not allowed to share documents with people outside of the Aug Prep Google domain.

Magnets are strictly forbidden to be used near any of the computers or near electronic equipment anywhere on the school campus.

When leaving for the day, all students are required to log off their system. Do not just lock the computer and leave. Frequently the Technology Dept. conducts routine maintenance and needs to reboot the

computers after conducting such tasks. Failure to log off will impede this maintenance, cause interference in the nightly and weekend backups, and prohibit your computer from receiving Windows and antivirus updates. Aug Prep will not be held accountable for any loss of unsaved data.

Students are NOT permitted to:

- Play games during school hours (7:00am-4:00pm, Mondays-Fridays).
- Stream music or videos through the Internet, as this can hinder the work of others during school hours. The list includes, but is not limited to like Pandora, Netflix, Spotify, YouTube, or Tune In Radio. No headphones (on ears or around neck/body), unless teacher allows use of school headphones for instruction or assessment.
- Use social media sites during school hours. These include, but are not limited to, Facebook, Twitter, LinkedIn, Pinterest, Tumblr, or SnapChat.
- Use peer-to-peer file sharing tools (e.g. Limewire, Kazaa, BearShare, etc.).
- Browse threatening, obscene, pornographic, drug-related, piracy, terrorist or other inappropriate websites. Use school gmail or google chat for these type of messages/writings/images,etc.
- Access guest wireless; must be on school domain.
- Turn off wireless; must be connected.
- Access proxy sites or anonymizing sites to bypass web filtering or firewall rules.
- Download installable programs, toolbars or zipped files from the Internet, unless given permission from the Technology Department.
- Use jump drive.
- Use any online storage locations except for their Google Drive. Other locations, like DropBox or OneDrive are not permitted. If a student needs temporary access to other locations, then a written request must be submitted to the Technology Department, which may be accomplished by using the Aug Prep HelpDesk.

All accounts are subject to monitoring, students will be held accountable for all activity registered under their username and password. All activity is logged electronically. Abuse of equipment, either by failing to adhere to the Technology Acceptable Use Policy or inappropriate use will result in disciplinary action.

Files stored on the computers, network or within the Aug Prep Google domain are analogous to school lockers; that is, these accounts will be treated as school property, subject to control and inspection, rather than private property which cannot be searched without just cause. Access codes or passwords will be kept on file by the administration in case an inspection is warranted. Access codes or passwords may be changed at any time by the school when warranted.

Wireless Network Acceptable Use Policy

St. Augustine Preparatory Academy's (Aug Prep) intentions for publishing a Wireless Acceptable Use Policy are not to impose restrictions that are contrary to Aug Prep, but to establish a culture of openness, trust and integrity, in order to promote Aug Prep's mission and vision. Aug Prep is committed to protecting its employees, students and community from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet- related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, Internet browsing, FTP, and other services are the property of Aug Prep. These systems are to be used for business/educational purposes in serving the interests of the school, and of our students and community in the course of normal operations. For employees, a complete guide of all of Aug Prep's technology acceptable use policies is in the Employee Handbook, and for parents and

students these policies are included in the Parent & Student Handbook. Effective security is a team effort involving the participation and support of everyone who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Purpose of Wireless Policy

The purpose of this policy is to outline the acceptable use of Aug Prep's wireless network. These rules are in place to protect the school and its employees, students and community. Inappropriate use exposes Aug Prep to risks including virus attacks, compromised network systems and services, and legal issues.

General Use and Ownership

Users are responsible for exercising good judgment regarding the reasonableness of personal use.

For security and network maintenance purposes, authorized individuals within the school may monitor equipment, systems and network traffic at any time.

Aug Prep reserves the right to audit user accounts, networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information

Students must keep passwords secure and may not share accounts. Authorized users are responsible for the security of their passwords and accounts. Students will NOT be able to change their passwords at all; all passwords are set by the Technology Dept. and are shared with the parents.

All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature set at 15 minutes or less, or by logging-off when the computer is unattended.

Each Wireless Access Point (WAP) is password protected and Aug Prep's Technology Dept. reserves the right to change the password for either the public or private wireless networks at any time, if it deems necessary for security purposes.

For security purposes, Aug Prep encrypts all traffic between the user's device and the WAP that the user is connecting to. Because information contained on portable computers is especially vulnerable, special care should be exercised. Each user is responsible to protect his/her own computer or mobile device.

All devices that are connected to Aug Prep's computer network, whether owned by the user or by Aug Prep, must have an approved virus-scanning or Internet security package with a current subscription and an up-to-date virus definitions database installed.

Students must use extreme caution when opening email attachments received from unknown senders, which may contain viruses, email/logic bombs, Trojan horses, worms or other forms of malicious software.

Aug Prep does as much as it can to protect the user and the school from inappropriate websites. However, the user must also understand that it is impossible to completely block all of these websites and must therefore be responsible to immediately close out of such websites when opened inadvertently and then notify the Technology Department by sending an email to it@augprep.org

Unacceptable Use of Wireless Network

The following activities are, in general, prohibited. Under no circumstances is an employee or student of Aug Prep authorized to engage in any activity that is illegal under local, state, federal or international

law while utilizing this company-owned resources. The lists below are by no means exhaustive but attempt to provide a framework for activities which fall into the category of unacceptable use.

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by this company.
2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which this company or the end user does not have an active license is strictly prohibited.
3. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
4. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email bombs, etc.).
5. Revealing your account password to others or allowing use of your account by others. This includes letting a fellow student or co-worker use of your assigned account. This also includes family and other household members when work is being done at home.
6. Revealing passwords to Aug Prep's wireless network to outside users without the consent of the Technology Dept.
7. Using one of this company's computing assets to actively engage in procuring or transmitting sexually pornographic material or any material that is in violation of laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any of Aug Prep's accounts.
9. Making statements about warranty or guarantees, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Port scanning or security scanning is expressly prohibited unless prior written request and approval is made of Aug Prep's Technology Dept.
12. Executing any form of network monitoring which will intercept data not intended for the user.
13. Circumventing user authentication or security of any host, network or account.
14. Interfering with or denying service to other users (for example, denial of service attack).
15. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
16. Providing confidential information about our students, employees, families, or school proprietary information to parties outside of Aug Prep.

Email and Communications Activities

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone, paging or text messages, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the user's own email account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within this company's networks or other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by this company or connected via this company's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam)

Enforcement of Wireless Policy

Any employee or student found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or expulsion from school, and possible legal action.

Social Media Acceptable Use Policy

Students are responsible for using common sense, ethical standards, and good manners when online or texting. "Online" includes email, instant messaging, social networks, blogs, personal web pages, and other similar sites accessed through the Internet. Do not assume anything sent through these methods is private communications. Social Networking even marked as private is not always private. Students who post or send inappropriate material will face disciplinary actions as outlined in the Student Handbook including probation, suspension, or expulsion.

Unacceptable communication is forbidden at all times and includes:

- Alcohol or drug related pictures and or involvement
- Profane, lewd, obscene, vulgar, rude language
- Cyber bullying
- Sexually provocative pictures

Statements to or about another student that may be interpreted as:

- Involving the usage of drugs or alcohol
- Harassing (persistently acting in a manner that distresses or annoys another person)
- Sexually provocative
- Threatening or disrespectful
- Knowingly post false or defamatory information about a person or organization.

If you are told by another person to stop sending messages, you must stop. Students should report all such incidents of misconduct to a parent, teacher, or administrator immediately. Authorities may be contacted.

Social Networking Sites

The school realizes many students have access to these sites outside of school. Students are reminded that regardless of where their posting originates, any text, photographs or videos they put on these sites or similar sites which would be derogatory to the school or the school community, or threaten, demean,

or bully students or faculty is prohibited. These are considered serious violations of the Discipline Code and Authorities may be contacted. Do not share anything through these social networking avenues that you would not be comfortable having your family or Aug Prep see.

Student Email Use Policy

Aug Prep will be providing email accounts to students. E-mail has become a critically important tool for communication and other academic functions. As a part of Aug Prep's Google Apps services, these accounts will be used to promote student-to-staff and student-to-student communication and collaboration.

Email messages sent from/to students of Aug Prepare are the property of Aug Prep. Aug Prep retains the right to scan and monitor student email use. All Aug Prep students must sign and accept this policy before they are given access to Aug Prep's Google Apps domain.

The primary purpose of students using the services that come with Aug Prep's Google Apps domain is for students to communicate with school staff, outside resources related to school assignments, and fellow students to collaborate on school activities. Use of these services for personal business is prohibited. Use of these services is a privilege, which will be removed upon graduation, withdrawal, or disciplinary action. Such accounts will be deleted.

The information contained in all emails and any attachments are confidential and may be subject to copyright or other intellectual property protection of Aug Prep. Any opinions expressed in email messages that a student sends or receives are not necessarily those of Aug Prep.

All communications to/from students are confidential with that of the recipient/sender. If you are not the intended recipient, you are not authorized to use or disclose this information and the user must notify Aug Prep's Technology Department and must delete/destroy the original message from their account.

Students will not identify their home telephone numbers, cell phone numbers, or home addresses in any email correspondence. Students will not indiscriminately send mass email messages to groups of people or the entire student body. Group messages are to be used solely for the purpose of accomplishing a specific task that is oriented around a class activity, school-related events, or other school purposes.

Students will not send harassing messages to others in any way, whether those people be at Aug Prep or outside of Aug Prep. Such harassing messages include, but are not limited to, insulting language, profanity, or sexual content.

Aug Prep automatically monitors all inbound/outbound emails for viruses, profanity, offensive language, racist and/or sexual comments, virus hoaxes, chain-mail, and known spam mailers.

Although Aug Prep makes every effort to protect the student while using its email system, due to the constantly changing nature of technology and malicious users, it recognizes that it is impossible to completely block 100% of all inappropriate messages. Students agree to report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology department or a school principal for action. Students should not forward these messages, chain letters, jokes, or graphics files.

Aug Prep makes every effort to scan all inbound and outbound emails and attachments for viruses but cannot guarantee that 100% of these messages are free from viruses. It is the responsibility of the recipient to make sure they he/she is protected with an up-to-date Internet security program. Aug Prep accepts no responsibility for any damage caused by receiving emails from our email system.

Aug Prep reserves the right to change a student's password at any time, if it suspects a violation of this policy. Aug Prep reserves the right to intercept, store, archive, delete, or view emails for security/audit purposes and, where necessary, take appropriate disciplinary and/or legal action against the parties involved.

Section VII: Other Policies

Teacher Requests

Please note that we do not take teacher requests at Aug Prep. A great deal of thought, planning and prayer has gone into the composition of every class. The school administration has complete confidence that staff members are well equipped to make class decisions collaboratively. Furthermore, the school maintains that God causes all things to work together for good for those who trust Him and are called according to His purpose.

Student Activities

A student activity sponsored by Aug Prep where a written invitation has been extended through the school to every member of the class, is considered an Aug Prep-sponsored activity. Sponsors and chaperones are required for these activities and the purpose for the activity should be in keeping with the philosophy of the school. Aug Prep does not accept responsibility for activities of a social nature which may include Aug Prep students but were not planned under the direction of the school.

Field Trips

Field trips are a vital part of the educational program. They are considered part of the regular school day. **Only** parents authorized in advance may attend a school sponsored field trip. Authorization will include, in some cases, an approved background check. Other children and/or siblings may not attend the field trip. Students are required to wear their uniforms during field trip unless something different is indicated in the permission slip. Parents will be notified in advance by the teacher of an upcoming field trip. Students are not permitted to attend field trips without written parent permission (phone/voice authorization is not permitted). If a parent does not authorize their child to attend a field trip or the student does not pay the field trip fees, parents will be notified that the student will stay in the school under the supervision of our staff. A modified schedule will be put in place for students not attending field trips.

Invitations to Parties

Our school holds as a Christian value that the personal feelings of each child are important. Therefore, we must avoid discrimination in all functions including personal social ones. **NO** invitations will be distributed in the school unless extended to all members of a class and only through the teacher.

Lost and Found

All articles left on campus will be placed in the Lost and Found. Unclaimed articles will be disposed of periodically. Aug Prep does not assume responsibility for damage to personal property or lost articles. Please be sure all jackets, sweaters, sweatshirts, and other personal items are marked with the student's name.

Telephone and Messages

Telephone use is restricted to important situations, such as cancelled activities or missed carpool rides. **Please do not call or text your child at his/her cellphone during school hours.** Calling your child at school to the main office should be reserved for emergencies or matters of extreme importance;

however, a message can be communicated to your child by leaving it with the office staff.

Aug Prep discourages students from bringing cellphones to school. Parents should not allow for phones to be brought to school if the student will be dropped off and picked up. However, should a student require a phone for safety and security when traveling to and from school; then students are required to keep the phone off, and in their backpacks (not in their pockets) during the time they are on campus. Students should not leave their cell phones in their lockers. Cell phones will be confiscated by the teacher or school principal, if they are used during school hours. First offense, the phone will be collected and must be picked up through the office by a parent. Second offense, the phone will be collected, and a one-day suspension will be issued. For repeat offenders, students may be suspended for multiple days. **The school is not responsible for lost/stolen/damaged cell phones.**

Valuables

As a rule, valuables should not be brought to school. If a student brings a valuable item to use as part of a class demonstration, prior approval should be obtained from the teacher. This would include computerized and handheld games and iWatches. Aug Prep is not responsible for lost, stolen or damaged valuables.

YMCA After School Program

Serving school-aged children, ages 4-15, and led by qualified, caring staff, the Milwaukee Y's licensed After School Program is designed to complement the school day with fun activities that also support character development, healthy lifestyle choices, and academics. Since this is a program managed by a third party, there are fees associated with the after-school care program. Please contact YMCA Customer Service at 414-274-0756 for questions regarding registration, times, fees, scholarships, and other resources available.

Aug Prep retains the right to modify these policies at any time.

St. Augustine Preparatory Academy (Aug Prep)
STATEMENT OF COOPERATION AND HONOR CODE
2019-2020

Parents: Please read the following statements carefully

- Aug Prep believes that a positive and constructive working relationship between the school and a student's parents or guardians and the student is essential to the accomplishment of the school's mission.
- This Handbook does not contractually bind Aug Prep and is subject to change without notice by decision of Aug Prep's governing body.
- The standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
- It is each family's responsibility to read and understand the Parent/Student Handbook and to comply with the policies and procedures contained therein.
- Failure to read the Handbook shall not relieve parents or students from their obligation to follow all applicable policies and procedures of the school.
- Failure to comply with the applicable policies and procedures may result in corrective or disciplinary action. Admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.