

Code of Conduct

Introduction

Augustinian Academy provides an educational environment with expectations for students that are reasonable and attainable. Formation of character is an integral part of the educational process.

A child initially learns discipline in the home. It is a process that continues throughout a child's life and is developed through the efforts of the child, the parents, his/her teachers and the community. It is essential that all involved behave with Christian values at the forefront.

Augustinian Academy follows the Diocesan Code of Conduct, which is available in the school office for parental review.

Rights and Responsibilities

Students Rights

All students at Augustinian Academy have the right to:

- An education based on Christian values.
- To be treated fairly and with dignity.
- An atmosphere that is conducive to learning.
- Feel safe within the school setting.
- Develop and express opinions and beliefs in a way that is not disruptive to others.
- An educational setting in which the faculty and staff models Christian values.

Students Responsibilities

All students have the responsibility to:

- Put into practice in their daily lives the Christian values learned at home and in school.
- Show respect, courtesy and friendliness towards teachers, students, visitors and all school staff.
- Follow all school rules and policies.
- Come to school every day.
- Work to their ability in all subjects and extracurricular activities.
- Show care for school property.
- Accept responsibility for their actions.
- Dress appropriately according to the school dress code.

Parent Responsibilities

All parents are expected to:

- Work collaboratively with the school to foster Christian values.
- Send their children to school on time every day ready to participate and learn.
- Ensure absences are excused.
- Help their children understand and follow school rules and policies.
- Provide a time and a place for children to complete schoolwork.
- Make sure children are dressed according to the school's dress code.
- Keep the school informed of changes in the home environment which would affect the children's behavior or performance in school.
- Be supportive of the spiritual and academic programs of the school.

COMMUNITY ETHICS

ATTENDANCE POLICY REQUIREMENTS

The school will record each student's presence, absence, tardiness and early departure either as excused or unexcused, according to the following standards. School begins for Middle School students at 8:00am and ends at 2:00pm. Elementary students are present from 9:00am to 2:45pm.

Excused Absences include: illness, doctor/health clinic appointment, quarantine, family death, unsafe travel conditions, or military obligation.

Unexcused Absences include: missing bus, oversleeping, traveling, family vacation.

Other Attendance Information:

- Parents must notify school by 9:00 A.M. on the day the student will not be in attendance.
- Parents/students must provide a note to the office explaining absence.
- Students leaving early must provide the office with a note.
- Parents/students must provide a note to the office giving approval for someone other than the parent (an approved designee) to pick up the student leaving early (if applicable).
- Students who have an unexcused absence, late arrival or early departure from scheduled instruction may be subject to loss of privileges such as student activities/field trips.

Unexcused Attendance Consequences

Student participation is required in order to achieve their fullest academic potential which can only be maximized by regular school attendance. The following guidelines for number of days absent and consequences are put into place to ensure academic success.

- 10 days – school calls home.
- 15 days – school sends letter home.
- 20 days – Principal, parent and teacher conference.
- 27 days – Principal will file a PINS Petition (Persons in Need of Supervision, through Department of Social Services).

TRANSPORTATION TO SCHOOL

Students and parents should consider riding the school bus as a privilege and an extension of the school. Thus, students are to demonstrate a respectful, Christian, and safety-conscious attitude at all times on the bus.

School Bus Conduct:

- Observe same conduct as in the classroom.
- Be courteous.
- Use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands, and feet inside bus.
- Bus driver is authorized to assign seats.

Students failing to obey the posted bus conduct rules will be subject to progressive discipline by the driver and school. The driver will remind the student of the infraction and ask for the student to obey the rules. If the student refuses to obey the rules, the driver will either move the student to another seat in the bus and/or write the student a referral. Student discipline generated by a referral is handled by school administration.

***If a student's bus privileges are taken away, it will be the family's responsibility to provide transportation to and from school.**

DRESS CODE

Augustinian Academy believes the purpose of the uniform policy is to build community spirit and school pride, and to diminish distraction and competition in dress. Uniforms are required at Augustinian Academy, and the complete, official uniform must be worn every day unless otherwise prescribed by the administration. Please refer to the information below for information on our dress code. Uniform ordering information can be obtained from our front office.

Students are expected to keep themselves well-groomed and neatly dressed at all times. A clean and healthy appearance is important. Any form of dress or hair style which is considered by the administration to be contrary to good hygiene, or which is distracting or disruptive in appearance and detrimental to the purpose or conduct of the school will not be permitted. All clothing must be clean, neatly pressed, and in good repair. No ripped, torn, or defaced item may be worn. Please remember that the uniform closet is open all year to replace any worn items.

Students are expected to dress in a manner that demonstrates respect and modesty, and does not distract from the learning environment. Although any dress code impinges on personal freedom, we believe that standards of dress are important. Augustinian has adopted a uniform policy for student dress, which is described in detail in the student handbook. Only classroom teachers, at their discretion, have the authority to determine what is appropriate dress in their classrooms. The Principal, whose decision is final, will decide any dispute about a student's attire.

The following guidelines should be adhered to for student dress:

- Clothing must NOT display slogans or advertising which are controversial, obscene, offensive, or depict drugs, smoking or alcohol.
- Shirts are to be long enough to be tucked in – NO BELLY BUTTON OR UNDERGARMENTS SHOWING.
- Muscle shirts, tank tops, low cut/scoop blouses, spaghetti straps, or see-through clothing are not allowed.
- Skirts and shorts must be longer than approximately 3 inches above the mid-kneecap.

Haircuts

The hair is to be neatly groomed and of moderate length. Bandanas/ kerchiefs covering the head are not permitted. Hairstyles that entail significant contrasts of longer and short hair, including mohawk style, or unnatural contrasts in color, are not acceptable. Hairstyles that are extreme or bizarre, or that involve design or architecture are not permitted.

- Boys: Haircuts are to be traditional and conservative, kept to the top of the neck and above the collar, off the ears and from mid-forehead to above the eyebrows.
- Girls: Girls' hair must be off their face. No unusual hair adornments are allowed determined by teacher's discretion.
- If any student is non-compliant, parents will be notified and the student will be given one week to make the appropriate corrections.

- Final determination as to what is acceptable will be determined by the administration.

Jewelry

- Girls may wear small, tasteful earrings only.
- Boys may not wear earrings.
- No wrist bands that are inappropriate, as determined by the administration, may be worn.

Make Up

- Makeup must be age-appropriate and conservative.
- Tattoos or student created drawings/writing may have to be washed off at teacher's discretion.

Jeans Day

On special occasions students will be permitted to come to school in jeans. On these days any student who wishes to wear jeans for Jeans Day is required to pay \$1.00. When participating, students will be expected to follow the non-uniform dress code:

- Students are permitted to wear full-length denim blue jeans as long as they are neat in appearance and are not ripped or frayed, and do not have holes worn through them.
- Students are permitted to wear shirts with no offensive logos or pictures.
- Skin-tight clothing is not to be worn as part of the uniform or non-uniform apparel. Girls may not wear any clothing that exposes the midriff or any other significant part of the body.
- Sneakers with socks may be worn. Due to safety issues, slippers and flip flops are not permitted.

Non-uniform Dress Code

There may be occasions in which students are allowed to wear non-uniform attire. Students are reminded to dress with modesty. Students should adhere to the following attire:

- Appropriate length skirt, shorts or dress – no shorter than 3" above the crease line at the back of knees.
- No torn or tight jeans or pants.
- No spaghetti strap tanks, midriffs, tube tops, etc.
- No inappropriate or offensive logos.
- No hats (unless specifically designated).
- No loose/baggy pants or shorts.
- Holiday adornments may be worn on specified days determined by administration.
- Closed-toed shoes must be worn.
- Socks must be worn.

Shirts must be kept tucked into the uniform pants at all times. Jumpers and skirts must be worn at a modest length. Girls may wear tights. Hair accessories for girls should complement the school uniform. **Students are allowed to wear Augustinian Academy logo brand hoodies and solid navy blue or white sweaters only.**

STUDENT INTERACTIONS

Augustinian Academy thrives on a positive, encouraging social atmosphere. Positive student and faculty interactions are required.

- Positive social interaction amongst students and faculty; be polite and respectful to everyone including students, teachers, administrators, support staff, and visitors.
- Negative, purposeful, or harmful social interactions within the school will not be tolerated.

- Keep hands, feet, and other objects to yourself.
- Encourage others; do not use words or actions in a disrespectful manner.
- Be a role model; stand up for others and report incidents if they are harmful.
- Do not distract fellow students and faculty from maximizing their potential, academically and socially.

CLASSROOM BEHAVIOR

Classroom behavior is a guided, motivational reaction that occurs exclusively within the classroom environment. The students perform and function in the classroom in response to what is happening within their learning environment.

The student will:

- Follow directions.
- Work quietly and not disturb others who are working.
- Work and play safely.
- Be kind and respectful to others, yourself, school and personal property.
- Listen when others are speaking.
- Use your manners and be polite.
- Keep your hands and mean words to yourself.
- Have fun.

Our Rights:

- All students, teachers, administration and faculty have the right to be treated with respect.
- Everyone has the right to feel safe in the teaching and learning environment.
- Everyone must demonstrate respect for the school's property.

HOMEWORK POLICY

Guiding Principles of Homework

Homework assignments are intended to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to assess student understanding of classroom instruction. Completion of routine homework can motivate students to develop good work habits while increasing the opportunity for individual initiative and responsibility. Homework can also stimulate creativity, critical thinking, and awareness that learning can take place outside of the classroom. The guidelines below indicate how students, parents, teachers, and administrators all have a responsibility for the success of homework. Each individual teacher will send home a copy of their classroom homework policy to be reviewed by parents and students.

Homework Guidelines for Students

- Always do your best work!
- Record directions for homework in a planner.
- Understand assignments clearly before leaving class or make arrangements for extra help.
- Bring home materials to complete homework.
- Hand in assignments on time.
- If you know you will be out of school get any homework you can ahead of time from your teacher (please be sure to give your teacher enough advance notice to get your work together). Please note that some assignments must be completed in school and cannot be sent as homework. This work will need to be made up in a timely manner.

- Find out what you missed the day you return from an unplanned absence. It is your responsibility to make up this work in a timely manner. If you need extra assistance with this, it is your responsibility to speak with your teacher to make arrangements for help.
- Budget time properly for long-term assignments.
- Ask parents, peers, or teachers for help.

Homework Guidelines for Parents

- Provide a time and place for homework away from interruptions (phone, tablet, computer, television).
- Keep track of long-term assignments or materials students may need to complete an assignment.
- Students will bring home directions for projects done outside of school.
- Before contacting the Principal, make sure you contact the teacher with questions/concerns you may have. All teachers may be contacted through their school email.

Cheating and Plagiarism

Cheating is morally wrong and considered a violation of the code of conduct at Augustinian Academy. The following are common examples of, but not limited to, academic dishonesty:

- Using notebooks, texts, or other course-related material during a test or quiz without permission of the teacher.
- Concealed notes during a test or quiz.
- Communication with another student during a test or quiz without the permission of the teacher.
- Copying homework assignments from other students.

Plagiarism

Plagiarism is defined as copying the works, ideas, or thoughts, of another author without the proper citation.

Examples of plagiarism include but are not limited to:

- Copying of essays, papers, research or other materials found on the Internet.
- Direct copying of the work or ideas of another submitted as the student's own, including copying from another student or adult, or from an electronic or print source.
- Lack of appropriate in-text documentation. Paraphrasing without documentation is plagiarism.
- Documentation that does not match the Works Cited or Works Consulted list.
- Work turned in on the final due date without any evidence of research or creative process, or that is obviously inconsistent with student's previous work.

A student who is caught cheating may be given the grade of zero on that particular assignment. Multiple offenses of cheating and/or plagiarism may also result in the student's removal or denial of admittance into and/or participation of school-sponsored activities. For multiple offenses the students may be referred to the administration.

EMERGENCY PROCEDURES

Fire Drills

Students are expected to know proper procedures for leaving the building during a fire drill. Safe, appropriate behavior will be practiced at all times. When the warning bell sounds students will exit the building by approved evacuation routes quickly and in an orderly manner. Approved evacuation routes are posted in each classroom. No talking is allowed during fire drills so that information can be quickly heard by staff and relayed to students to ensure the safety of all. If an exit is blocked, students will proceed to the closest approved exit. Everyone will remain outside and quiet until the signal is given that it is safe to return to the building.

Lockdown Drills

Lockdown drills are practiced throughout the year. All students are expected to know the rules and procedures reviewed by teachers. During lockdown drills students will remain quiet and follow all directions given by teachers and staff.

Hallway Conduct

- Students will walk in the hallways in a quiet, respectful and orderly manner so as not to disrupt other classrooms.
- Students will walk in the hallway facing forward without running, jumping or touching the walls.
- Students unaccompanied for restroom purposes or on errands will go directly to their designated location in a timely manner.

CAFETERIA

The cafeteria is a designed area within the school for the consumption of the midday meal. This time during the school day is set aside to meet the nutritional dietary needs of the students. It also allows the students to engage in, and practice, meal etiquette, which is not practiced in the typical elementary classroom environment.

Students will:

- walk into the cafeteria quietly, wait quietly to get their lunch, and find their class table.
- remain seated until lunch is finished.
- wait until permission to clean up is given.
- clean up their eating space, clean off their tray and put all garbage in the appropriate containers.
- use appropriate voices so that only close neighbors can hear: no higher than a level 2 voice (one-on-one or small group).
- use appropriate meal-time manners.
- clean their area and take care of garbage when they have finished eating.
- handle food properly.
- not share food due to allergy concerns.

RESTROOMS AND LOCKER ROOMS

Students will be given opportunities throughout the day to use the restroom. Restrooms are designated by grade level and students are to use the assigned restroom at all times unless they are in a special area classroom or the lunchroom. Locker rooms are used for physical education class.

Students are expected to:

- be respectful.
- respect the privacy of others.
- not vandalize, deface, or disassemble any equipment.
- keep the restrooms and locker rooms clean and sanitary for others; do not purposefully create a mess.
- not use perfumes, spray fragrances or cologne.
- return to class in a timely manner.

RECESS/PLAYGROUND

Recess is a period of time during the school day which is set aside for the mental, physical, and social activities which cannot be achieved in the typical elementary classroom environment. Recess activities can take place on the playground or in the gym when it is not being used for physical education classes.

During recess, students will:

- avoid rough play (play fighting, wrestling, pushing, kicking, etc.) or play that mimics violence (sword fighting, gun fights, etc.).
- stay out of side bushes, away from the street sidewalk, and off the Church walkway.
- not throw wood chips or rocks.
- not push, pull or give piggyback rides to other people.
- speak kindly to others.
- leave food, candy, gum, etc., in backpacks.
- stay in designated areas.
- only use designated equipment being sure to take turns.
- be a good sport. Everyone is welcome when playing games - NO closed games.
- report any dangerous situations to the teacher.
- immediately stop all play and leave the playground/gym when teacher signals the end of recess.
- line up quickly and quietly to return to class at the end of recess.
- respond immediately, with respect and courtesy, to instructions from adults in charge.
- leave personal belongings, such as cars, dolls, electronics or toys, etc., at home. Carthage Augustinian Academy is not responsible for broken, lost or stolen items.

MASS

Kindergarten through eighth grade students attend regular Mass at St. James Church. Students will attend Mass on the first Friday of every month and on all Holy Days of Obligation.

Students are expected to:

- be respectful and polite throughout Mass.
- participate in the liturgy.
- remain quiet and prayerful during the service.

ASSEMBLIES

Students shall enter and exit a school assembly in a quiet and orderly manner following teacher direction. Students are expected to remain seated in a designated area. At all events students will exercise polite and appreciative behavior by applauding and interacting at appropriate times.

FIELD TRIPS

Field trips are part of the educational process. Many trips are used to enhance or highlight certain aspects of the school curriculum. As such, many trips will have an assignment or project given to students as part of the experience. Students are expected to participate fully in the field trip, including completing any assignments or activities designed by teachers. Field trips are a reward for the hard work of students. Students who are behind on work, do not attend school regularly, or exhibit chronic behavior problems may be prevented from attending school-sponsored trips.

All students participating in field trips must follow all school rules and policies. They must be on their best behavior and respectful of the rules and regulations of the trip venue. At all times students should be aware that they are representatives of Augustinian Academy and that their behavior reflects on the school.

USE OF ELECTRONICS

Augustinian Academy encourages student use of school owned laptops, computers, and tablets when instructed by a classroom teacher. Use of personal laptops, computers, tablets, and cell phones is prohibited during school hours. Cell phones must be kept in backpacks and silenced.

Internet and Computer Usage

The School provides access to various computer resources including Google Classroom and the internet. These resources are available to facilitate the learning process in a supportive school environment and to provide quality learning outcomes for our students. The school encourages students to become familiar with the use of information technology in the achievement of learning outcomes and personal learning goals.

It is expected that all students will respect the information technology equipment with which they have been provided, and realize that using this equipment is a privilege, not a right. This privilege can be withdrawn if necessary. Any misuse of the following guidelines will result in the loss of privileges with the use of technology in the classroom.

Students are expected to:

- use the computers/technology as instructed to by the teacher.
- treat the computers/technology with respect.
- students will not run in a room when computers are in use, or physically misuse the equipment.
- stay/work with the group and only go the site(s) that they are instructed to access.
- research topics related to school projects especially when using the internet.
- not go into chat rooms or use Instant Messenger programs.
- log in using appropriate ID. It is never acceptable to use someone else's ID.
- not play games or use other software unless the teacher has given specific permission for this.
- remember passwords given to them or keep them written in their planners. If a student forgets their password, he/she is to see the system administrator to have a new password provided.
- keep your password secret. If you suspect that someone may know your password, see your class teacher to have it changed. It is unacceptable to gain, or attempt to gain, another person's password or personal information.
- use printers for school purposes only to help keep paper waste to a minimum.

Social Media and Cyberbullying

Social media networks are very popular today. Much of what is placed on these sites reflects what students do in their everyday lives. Information conveyed over social media that affects our students, or student learning, will become the business of the school, allowing the school to take appropriate action. Parents are encouraged to monitor what their students are placing on these websites. Inappropriate content should be brought to the attention of the administration.

Cyberbullying is defined as the use of electronic information and communication devices to willfully or repeatedly harm either a person or persons through the medium of electronic text, photos, or videos. Cyberbullying and harassment will not be tolerated. Examples include, but are not limited to:

- sending or posting false, cruel, or vicious messages.
- creating websites that have stories, cartoons, pictures, and jokes ridiculing or embarrassing others.

- breaking into email.
- posting pictures of other students or faculty members without permission.

PROHIBITED

Drug/Alcohol/Tobacco Use

Augustinian Academy does not condone the use, possession and/or distribution of alcohol, tobacco, or prescription/illegal drugs by students. This includes cigarette papers, lighters, e-cigarettes, and related paraphernalia.

Firearms/Weapons Policy

Possession of pistols, firearms, or other weapons in any other form is strictly prohibited. Other examples of weapons include, but are not limited to:

- explosive devices, firecrackers, fireballs, cherry bombs, stink bombs, etc.
- items such as, guns, knives, pocket knives, box cutters, screwdrivers, and/or other dangerous items.
- toys that are realistic simulations of guns and knives.

Any student found in possession of any form of weapon, real or fake, will result in the weapon being confiscated. Students will immediately be referred to administration. Depending on the level of the offense, students may be suspended from school. Further consequences may include notification of law enforcement, if necessary. Extreme cases may result in student expulsion. For cases involving pistols and firearms, the police will be called immediately and the student will be subject to immediate expulsion.

DISCIPLINARY PROCEDURES

Some examples of Level 1 behaviors include (but are not limited to):

- Disruption, excessive talking.
- Defiance, disrespect, insubordination, non-compliance.
- Leaving the classroom without permission.
- Dress code violation.
- Inappropriate hallway behavior.
- Not prepared for class.
- Not completing homework on time.
- Lying.
- Improper behavior in the cafeteria.
- Improper behavior in restrooms/locker rooms.
- Inappropriate behavior at Masses, assemblies, or other school activities.
- Horseplay.
- Inappropriate language.
- Not following school computer guidelines.
- Teasing.
- Cheating, plagiarism.

Actions for Level 1 Behaviors

Step 1: Behaviors will be handled by the classroom teacher or staff member witnessing the behavior. A verbal warning will be given.

Step 2: Classroom teachers or staff members will apply an appropriate consequence.

Step 3: Classroom teacher will contact parent/guardian with concerns about student behavior.

Step 4: Student will be referred to the Principal.

Possible Consequences for Level 1 Behaviors

- Warning/verbal reprimand.
- Time out.
- Loss of privilege (including recess, special school activities, fun hours, etc.).
- Silent lunch.
- Communication with parent.
- Detention.

Some examples of Level 2 behaviors include (but are not limited to):

- Repeated Level 1 offenses.
- Stealing.
- Fighting.
- Property damage/vandalism.
- Harassment (physical or verbal).
- Cyberbullying.
- Leaving the building without permission.
- Violence against teachers.
- Chronic tardiness or absences.
- Bus misconduct reports.

Actions for Level 2 Behaviors

Step 1: Classroom teacher will refer the behavior to the Principal.

Step 2: Principal will contact parent/guardian with concerns about student behavior.

Step 3: Conference with parent, classroom teacher(s), and Principal.

Step 4: Short-term Suspension (In-school or out-of-school). Students will also be restricted from all school activities (to include recess, fun hours, field trips, assemblies, etc.). Pastor will be notified, and brought in if necessary.

Possible Consequences for Level 2 Behaviors

- Loss of privileges.
- Removal from class.
- In-school or out-of-school suspension.
- Possible police notification.
- Social service referral.
- Creation of an Individual Behavior Plan.

Some examples of Level 3 behaviors include (but are not limited to):

- Bomb threats.
- Bringing weapons to school.
- Intentionally pulling the fire alarm for the purpose of disruption.
- Possession or use of tobacco, alcohol, or drugs.
- Arson.

Actions for Level 3 Behaviors

Step 1: Principal, Pastor, and parents will be contacted immediately.

Step 2: School will contact the appropriate authorities.

Step 3: Long-term suspension.

Step 4: Expulsion.

Possible Consequences for Level 3 Behaviors

- Referred to office immediately.
- Long-term suspension.
- Expulsion.

All Consequences will:

1. Be developmentally appropriate.
2. Progress in severity as frequency of behaviors increase.
3. Be based on student's disciplinary history.

2019-2020 Agreement Form

All families must complete the Code of Conduct Signature Page indicating they have read and accepted the rules of this year's code of conduct. Each student's signature is also required indicating the student has read and accepted the rules of this year's code of conduct.

THIS PAGE is DUE to the SCHOOL OFFICE ON or BEFORE WEDNESDAY, SEPTEMBER 27, 2019

My signature is my commitment to abide by the policies of Augustinian Academy as outlined in this Code of Conduct.

Parent/Guardian - Print Name

Parent/Guardian - Signature

Parent/Guardian - Print Name

Parent/Guardian - Signature

Student - Print Name

Student - Signature

Student - Print Name

Student - Signature

Student - Print Name

Student - Signature

Student - Print Name

Student - Signature

Student - Print Name

Student - Signature

Student - Print Name

Student - Signature