Student Handbook

Rules, Regulations, and Information for the Academic Year

{ 2021-2022 }

VERITAS • UNITAS • CARITAS

“Setting hearts on fire
with a passionate search
for Truth, Unity, and Love.”

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MISSION STATEMENT

"Setting hearts on fire with a passionate search for Truth, Unity, and Love."

EXPLANATION AND INTERPRETATION

Through the Catholic Tradition and in the spirit of St. Augustine, we aspire to:

- Achieve academic excellence with integrity;
- Create a compassionate Brotherhood of Christian Gentlemen and
- See the face of God in all people through loving service to our neighbor.

INTRODUCTION

St. Augustine Prep strives to educate the whole person (the spirit, the mind, and the body) using the principles of St. Augustine. Through the core adherence to the virtues of Unitas (Unity), Veritas (Truth), and Caritas (Love), the St. Augustine Prep offers a welcoming and inclusive community in which everyone feels comfortable and safe, just as St. Augustine would have wanted. St. Augustine Prep strives to develop the minds, hearts and souls of young men in their pursuit of becoming a "Christian Gentleman."

Policy and procedures help to create a safe, orderly and welcoming environment in which that development may occur. Some procedures and rules are very specific to keep the day to day school operations in order. Other rules, because of the nature of the activity, are more general, requiring the students to apply principles using their good judgment. Discipline infractions are intended to support good order but also have a pedagogical value by imposing some cost for violation of that good order.

Once a student enters St. Augustine Prep, he is responsible for his actions both in and out of school during his entire tenure, including holiday and summer breaks. Any serious violation of school policy, and/or legal laws could result in serious disciplinary action. St. Augustine Prep reserves the right to respond as it sees fit to the misbehavior of its students when it deems it appropriate to do so, even if those actions take place outside school hours and away from school or activities. St. Augustine Prep reserves the right to modify the policies and procedures found in this document at any time; the community will be notified of the modifications.

PART I: RESPECT FOR GOD AND THE THINGS OF GOD

Theology Classes | Theology properly finds its place at the center of academic subjects within a curriculum directed toward forming Christian Gentlemen. For this reason each student, regardless of his religion, must take theology classes as part of his academic preparation. The Christian Gentleman welcomes the challenge of any discipline. He is able to respect a variety of views, while at the same time being able to distinguish between differences of opinion and outright error. The Christian Gentleman embraces truth; he desires it wholeheartedly and incorporates it into his life.

CHAPEL | Students are encouraged to visit the chapel during non-class time. The use of the chapel should be consistent with its religious nature; it is a place of prayer, reflection, and meditation. When religious services are conducted in the chapel, students near the chapel are asked to be respectful and to measure their behavior accordingly.

LITURGY | Each student is required to attend the weekly scheduled liturgy (which is normally the celebration of the Eucharist – also known as Mass, every Wednesday). This is where the spirit of the school is born and nurtured. The purpose of the liturgy is to make of many, one; to unite us as a family. At the liturgy, students are requested to pray for the needs of the various members of the community, to remember their own particular needs, to be thankful for the blessings they have received, and to remember the benefactors of the school.

Throughout the academic year, the Augustinian community has scheduled Mass in the school Chapel during the start of the Tuesday and Thursday Enrichment Period to supplement the already scheduled weekly celebration of the Eucharist. Students are encouraged to attend even if they arrive late.

The Sacrament of Reconciliation is provided during the seasons of Advent and Lent. The Augustinian Friars are available at any time for the individual celebration of Reconciliation and for personal spiritual guidance.

From time to time, other liturgical services may be provided and all students, irrespective of their faith, are invited to participate as best possible in all these sacred events.

RETREATS | Each class will be offered a retreat experience during the course of the school year. Each student will be assigned a retreat date(s). It is the responsibility of the student to know the dates he should attend his retreat and handle any scheduling conflicts with a member of the Campus Ministry Department.

- Freshman (Unitas) Retreat – One-day retreat on campus
- Sophomore (Veritas) Retreat – Three-day overnight retreat in Camden
- Junior (Caritas)- Although there is not a formal retreat, the focus of this year is on service though the Cathedral Kitchen initiative and the Caritas project.
- Senior (Brotherhood) Retreat – Three-day overnight Kairos-style weekend retreat

The purpose of the retreat is to provide a unique context in which each student has the opportunity to reflect on the lived experience of his faith.

CHRISTIAN SERVICE | The more sincere way of expressing thankfulness for blessings received, and to put into action our call to Christian Discipleship, is to use the gifts and talents we have for the benefit of God's people. Each student in his Sophomore, Junior, and Senior year must complete a social service project. All services performed, voluntary or required, is done in the name of Jesus Christ.

In the Sophomore year, students participate in a "*Metanoia* Experience" during their Veritas Retreat, referring to the concept of conversion of both the mind and heart to the Truth. This is an opportunity to live and work in solidarity with the people of the City of Camden. This experience will expose the student, possibly for the first time, to various aspects of Catholic Social Teaching, including poverty, homelessness, substance abuse/addiction, economic disparities, and many more. While becoming more aware of these social issues, each student will be provided with a concrete experience of seeing the face of Jesus in others. In Junior year, students will participate in a school-sponsored initiative with Cathedral Kitchen in the city of Camden. Students will not receive credit for any work done in the junior year until this requirement is fulfilled. In the Senior year, each student will finish a 10-month ***Caritas* Project** which concludes at the start of the Senior Year. The students present their project to a faculty/staff member before the start of the senior year. Students earn 2.5 credits for this project.

CARITAS PROJECT | The students will begin their Caritas Project during their Junior year. The Caritas Project is a service-oriented initiative designed for the rising seniors to serve as change agents within their community, the world, as well as themselves. These community projects are student-driven and may be done individually or in small groups; each consists of at least 100 hours of service performed by each student. This hands-on service project allows students to connect learning about their faith with the practice of their faith in response to their Gospel responsibility to make a positive difference in the world. Students may work in teams. Proposals are considered during the Junior year, and students may begin work on the project immediately after the project is approved. The project will be assigned to an evaluation committee, which will review the work after its completion, as well as the student's reflection on it, and determine a grade for the project. The *Caritas* Project is a requirement for graduation.

PART II: RESPECT FOR OTHERS

BROTHERHOOD | As a member of the St. Augustine Prep Brotherhood, each student should contribute positively to the community. Each student should work to promote a sense of brotherhood among the members of his class. A student should take pride in the accomplishments of his classmates and do whatever he can to bring honor to his class and St. Augustine Prep.

CHRISTIAN GENTLEMAN | Everyone feels at ease in the presence of the Christian Gentleman.

a. He is considerate of others and NEVER exploits someone's weakness or ridicules those who are different than him.
b. He is simultaneously respectful and respected.
c. He treats all people with deference and expects the same of others.
d. He supports everyone by word and action. (Primarily, he should do so verbally)
e. He encourages others and **NEVER** belittles or humiliates anyone. (While we may all not be Christian, we can all be Augustinian)
f. He will forgive.
g. He will accept the consequences of his actions as they impact others. If the student has been the cause of harm or change in the circumstance of another, then the student will do whatever is necessary to remedy the situation. Up to and including giving and seeking forgiveness.

MUTUAL RESPECT | The key to the effective functioning of this school is the mutual respect that exists between faculty/staff and students. A student must **ALWAYS** refer to a faculty member by his/her appropriate title. Members of the school staff are to be treated with the same respect accorded a faculty member. No student should ever feel that he has been belittled or humiliated by fellow student(s) or a faculty/staff member. These guidelines will be strictly enforced as they are at the root of respect.

- A student must respect the personal property of a faculty member. When a faculty member is not in his or her classroom or office, no student should be present.
- A student must respect the personal property of other students: books, bags, locks, clothing, and other items of a personal nature. Sometimes pranks among friends go too far and someone is offended and trust is destroyed. Students are asked to use their honest discretion when handling the possessions of another and not do unto others what they themselves find distasteful. Anyone caught stealing or damaging the personal property of another may be considered for dismissal from the school.

LOST AND FOUND | Items that are found and unclaimed should be brought to a Main Office in one of the four buildings on campus. These items will be held for one week and then will be either donated or discarded.

VISITORS | Visitors to the school are always welcome. All visitors must register with the Main Office in the Forum or the Vincent Building. Upon registration you will be given a visitor badge which MUST be worn at all times on campus. If a prospective student is coming to spend the day, this must be communicated with the Director of Admissions at least one day in advance so that a schedule can be arranged. It is the obligation of every member of the St. Augustine Prep family – faculty as well as students – to make every visitor feel welcomed. Hospitality is a virtue and one that should be practiced at all times.

PART III: ACADEMICS

COURSES | St. Augustine Prep offers college preparation through a four-year course of study that encompasses the humanities, arts, and sciences. Classes are offered on three levels: College Preparatory, Honors, and Advanced Placement. Dual-credit is available in some upper level courses through Camden County College, Stockton University and Rowan College of South Jersey. Independent study courses are also offered to seniors. Students at St. Augustine Prep are required to take a minimum of six academic subjects each year.

COURSE OF STUDIES | To receive a diploma, which signifies the completion of studies and the ability to live the ideals of the Christian Gentleman, a student must have completed the following minimum requirements:

- *Social Service Projects:* Sophomore Camden Retreat, Junior Cathedral Kitchen, and Senior Caritas Project;
- *Science:* Three (3) years, including Biology and Chemistry;
- *World Languages:* Three (3) years of the same world or classical language are required;
- *Theology:* Four (4) years;
- *Mathematics:* Four (4) years;
- *History:* Three (3) years including two (2) years of American History and one (1) year of World History;
- *English:* Four (4) years;
- *Lifetime Fitness Skills I:* One (1) year;
- *Design of Emerging Technologies:* One (1) Semester;
- *Freshman Foundations:* One (1) year;
- *Fine Arts:* One (1) year; Fine Arts includes Music, Studio Art, and Theater *(Certain colleges may accept a Photojournalism course as satisfying the Fine Art requirement.)*
- *Electives:* Five (5) full-year courses and/or semester equivalent offerings
- *Minor courses:* As determined by the Administration;
- *Health:* As required by the State of New Jersey;

To graduate a student must complete:

- Religion | 4 courses, 20 credits
- English | 4 courses, 20 credits
- Mathematics | 4 courses, 20 credits
- History | 3 courses, 15 credits
- Science (Lab) | 3 courses, 15 credits
- World Language | 3 courses, 15 credits
- Third Semester | 3 courses, 7.5 credits
- Caritas | 2.5 credits

COLLEGE & CAREER-READY EDUCATION | St. Augustine Prep's elective course selection process strongly encourages students to align their present education choices with their future college and career plans. Acknowledging the value of certain academic skills, a student is required to complete a course in Freshman Foundations, Lifetime Fitness, and Fine Arts before beginning his elective choices. Each student selects an area of focus which aligns with his interests and potential college major.

The five areas of focus include:

- Fine Arts
- Science/Technology/Engineering/Mathematics (STEM)
- World Languages and Cultures
- Business/Technology
- Liberal Arts/Humanities/Social Sciences

This selection enables a student to enhance his high school curriculum by providing academic focus, thereby positioning him for an easier transition to college. In addition to on-campus offerings, St. Augustine Prep encourages students to actively engage in learning opportunities offered beyond the campus. The Job Shadow and mini-residency programs in professional fields including medicine, law, and business provide on-site learning opportunities as well as an additional focus for future careers. Hence, each graduate of St. Augustine Prep is planning his educational future and exploring that future before he selects his college major.

GRADING SYSTEM | Grades are a means of assessing a student's performance. They reflect the degree to which the student has successfully achieved the objectives of the specific courses.

- All faculty members are required to inform students how the semester grades are computed. The components of a semester grade may include homework, quizzes, tests, projects/presentations, participation/discipline, and semester exams.
    - On failing a test, the lowest grade a student can receive is a 50. However, if the student is academically dishonest, does not complete the assignment, or exhibits a lack of effort, the faculty member may assign a grade as low as 0 (zero).
    - A passing grade is 70. The lowest posted semester or final grade is 50. The highest grade given is 100 unweighted.
    - Semester courses will receive a final year-end numeric grade.
    - Year courses will have a final grade that reflects first and second semester grades.
    - There are no alphanumeric equivalents in the grading system.

GRADE POINT AVERAGE | Only final grades are used to calculate a student's grade point average (GPA). All academic courses are used in the calculation of GPA, and for the determination of honors, except courses which are pass/fail and do not carry weight in the GPA calculations. Summer school or college courses taken outside the parameters of the Prep are not used to calculate the GPA. Grades for the Third Semester and *Caritas* Project are calculated into the GPA and are used to determine Honors. GPAs are computed by multiplying each final grade and attempted credits divided by the sum of attempted credits. Due to their rigor, Honors and AP courses carry additional weight for GPA calculations. For an honors course, a student is awarded five (5) additional points to his final grade when calculating his weighted GPA. For an AP course, a student will be awarded seven (7) additional points to his final grade when calculating his weighted GPA.

- Three grade point averages will appear on a student's transcript. The unweighted Year to Date (YTD) GPA reflects the grade point average for the specific school year. The cumulative weighted GPA reflects the weighted average for the specific year and preceding year(s). The cumulative unweighted GPA reflects the unweighted average for

the specific year and preceding year(s). Cumulative GPAs are computed for work completed at St. Augustine Prep only, unless approval to include the work at another institution is granted by the Dean of Academics prior to the start of the approved course at another institution.

REPORT CARDS | Students will receive official notice of their academic progress four times each year. Progress Reports will be posted to MyPrep at the middle of the first and second semesters. Report Cards will be posted to MyPrep at the end of the first and second semesters, as determined by the school calendar. The only grades recorded on a student's transcript are semester grades and/or year-end grades, including Third Semester Program grades. A student's grade point average is based upon his year-end grades.

- Class Rank - Class Rank is not recorded on a student's transcript. Beginning with the Class of 2001, students have not been ranked. Since the student body consists of selective students studying a rigorous curriculum, class rank is not an accurate measure of a student's achievement, nor an accurate means of assessing college success. Class Rank or approximate class rank may be provided if required by applications to military academics or the NJ STARS program.

ACADEMIC HONORS | Recognition of good student performance is made through the system of honors. There are two levels of honors:

1. **Head of School's Honor List:** Awarded to those students who earn a weighted GPA of 95 or higher. *The student must have successfully completed a course load which includes a minimum of at least two Honors and/or AP level courses.*
2. **Dean's Honor List:** Awarded to those students who earn a weighted GPA of 90 or higher.

Honors are calculated for year-end averages only. Honors are not awarded at the end of the first-semester. Grade weighting is used in these calculations (See "Grade Point Average" for more information). A student with a cumulative weighted grade point average of 95 or better after 7 semesters will graduate *cum laude* (with Honors).

GRADUATION SPEAKERS | The selection of the Seniors to give the Farewell (Valedictorian) address and the Welcoming (Salutatorian) address at graduation will be made from among students who are in good standing both academically (a cumulative unweighted grade point average of 95 or higher for seven semesters) and discipline-wise. Candidates for both addresses will deliver speeches to members of the administration who will select the Welcoming and Farewell speakers based upon the merits of the presentations.

A. RESPONSIBILITIES OF STUDENTS

THE HONOR CODE PLEDGE

"As a member of the St. Augustine Prep Brotherhood, I pledge to be a person of integrity. I will neither give nor receive unauthorized assistance in any academic exercise."

EXPLANATION OF THE HONOR CODE

St. Augustine Prep's mission is to educate the whole person: body, mind, and spirit, according to the gospel values of Jesus and espoused by St. Augustine. As a Catholic-Augustinian school, St. Augustine Prep strives to uphold Christian values and to emphasize the Hermit Brotherhood. Responsibility, respect for self and others, regard for the welfare of the community, pride in accomplishments, and the rights of everyone, involve each of us being persons of integrity whose actions demonstrate this commitment.

Any actions which disregard honesty, whether intentional or unintentional, diminish the integrity of both the individual and the community. Moreover, such actions do not give the faculty the opportunity to evaluate the student fairly or offer assistance when it is needed. They also deprive the student of a valid learning experience which is crucial to educating the whole person.

As a member of the St. Augustine Prep Brotherhood, each student is expected to conduct himself with integrity and to uphold the Honor Code. Though not exhaustive, the following represent examples of actions which violate the Honor Code:

a. Cheating: copying work or giving your own work to another (including homework); unauthorized use of study aids or collaboration during testing; obtaining or distributing copies of testing materials; giving or receiving information regarding a test before, during, or after a test.

b. Plagiarism: representing others' ideas or expressions, whether published or unpublished, as your own without proper citation of credit.

c. Falsifying data/citations: buying, selling, giving, or receiving term papers, notebooks, or the like from any source, including the Internet.

d. Fabricating academic documentation: e.g. letters of reference or recommendation.

e. Lying to an administrator or faculty member during investigations of academic dishonesty.

THE HONOR CODE | The student's signature on the pledge, as well as the parents/guardians acknowledgement of this, will be kept on file in the Office of the Dean of Student Leadership or electronically in MyPrep. The Pledge is to appear on every test for the student to sign. Faculty may, if they choose, require students to sign the pledge on any other assignment as well.

PROCEDURES/SANCTIONS FOR HONOR CODE VIOLATIONS

In issues concerning the Honor Code, the faculty member who has reason to suspect an Honor Code violation will initially speak with the student to ascertain the facts. The details of this conversation, as well as the facts which are discussed, will be reported in writing. All materials pertinent to the situation will be given to the Dean of Student Leadership. The Dean will meet with the student to make a determination regarding the upholding of the Honor Code Pledge. If at this meeting it is determined that the student has violated the Honor Code, the appropriate remedies apply. Violations will be reviewed at the weekly Leadership Team meeting.

In cases where it is determined that a student has violated the Honor Code, the following will apply:

FIRST OFFENSE

1. The student receives a zero on the assignment with no opportunity for make-up.
2. The student's Parents/Guardians will be notified.

SECOND OFFENSE

1. All penalties as stated above for first offense apply.
2. The student must relinquish any/all leadership positions (e.g. class or club officer, athletic captain) for a period of one calendar year from the date of the second offense.
3. The student is ineligible for any co-curricular activity (athletic participation, prom, trips, etc.) for 30 days from the date of the second offense.

THIRD OFFENSE

1. All penalties stated above will occur.
2. The student will be presented to the Head of School for the possible dismissal from St. Augustine Prep.

NOTE: Sanctions are cumulative throughout a student's tenure at St. Augustine Prep. (Three strikes in four years)

ACADEMIC STANDARD AND CO-CURRICULAR PARTICIPATION | A student, not including freshmen, who has two weighted course averages below a 77 at the end of any grading period (i.e., quarterly progress reports or semester report cards) is ineligible for co-curricular participation until the next report card or progress report is issued (to be interpreted as follows: from the issuance of the report to when grades are next handed in to the office).

A freshman who has two unweighted course averages below a 70 at the end of any grading period (i.e., quarterly progress reports or semester report cards) is ineligible for co-curricular participation until the next report card or progress report is issued (to be interpreted as follows: from the issuance of the report to when grades are next handed in to the office). This co-curricular participation probation may be lifted by the Dean of Academics prior to the next report card or progress report being issued.

ACADEMIC STANDARDS FOR ENROLLMENT | In order for a student to graduate, he must complete the required course of studies with a minimum of an unweighted cumulative grade point average of 80. Students who do not meet the minimum cumulative grade point

average of 80 will be reviewed by the Leadership Team for possible dismissal. No student who fails two courses (i.e., ten credits) for the year will be readmitted to the school. (Refer to the "Course of Studies" in the "Academics" section)

1. **Summer School – Students who fail a course(s) for the year must EITHER:**
    a. Arrange to retake the course(s) in summer school which is 60 hours per course in general summer school **(OR)**
    b. Complete 30 hours with a certified tutor, who must be approved in advance by the Dean of Academics.

    The final grade for a summer school course will be determined based on the final grade for the summer course and the "St. Augustine Prep Summer School Grade Conversion Scale". This scale is distributed to students who fail a course for review.

2. **Academic Watch -** Based on poor performance or academic dishonesty, the Dean of Academics may place a student on Academic Watch. A student on Academic Watch will be required to adhere to an academic plan approved by the Dean of Academics. The plan will include required study room attendance during Enrichment Period. The student's progress will be reviewed at the end of each grading period and further steps will be taken by the Dean of Academics in accordance with the student's academic standing. If a student fails to meet the requirements of Academic Watch, he will be eligible for dismissal. If a student meets all the requirements and his year-to-date unweighted Grade Point Average is above or equal to 80, then Academic Watch will be lifted.

    It is the responsibility of the student to seek academic help if needed. Academic plans outline expectations that a student should meet.

COURSE REGISTRATION | For returning students, registration for classes normally takes place during the spring semester of the previous year. Students must meet all prerequisites, including faculty member recommendations where necessary, in order to sign up for a course.

ELECTIVES AND INDEPENDENT STUDIES | The Course of Studies is the road to success. At various points in a student's tenure here at the school, electives are offered to help each student refine his life choices. Elective courses are filled on a first come, first served basis with some elective courses reserved for students of a specific grade level(s). Seniors may take an approved independent study course aided by a faculty member. A fee for these independent courses must be paid in addition to the regular tuition. Effective September 1, 2014, there is a new course of studies which affects elective planning for the Class of 2017 and classes to follow. (Refer to the "Course of Studies" in the "Academics" section)

ADD/DROP COURSES | Students may drop and add courses under certain circumstances by fulfilling the requirements for this procedure as established by the Office of the Academic Dean. No change of courses may take place after September 18, 2020 without permission from the Dean of Academics.. Administrative approval of a request to drop/add courses will be contingent upon factors such as space availability in a specific class.

THIRD SEMESTER | Every returning Junior, Sophomore, and Freshman must participate in a Third Semester course. It is the student's obligation to know fully all that is required of him

before he signs up for a course and to make sure that he can complete all requirements. Failure to complete a Third Semester course will result in mandatory participation and completion of an appropriate summer school program approved by the Dean of Academics. Students who drop a course and add a different course after a specific date (communicated via email to students and parents) will be charged a fee.

Third Semester registration takes place in October and November; the drop and add period for Third Semester course concludes at the end of the second week of November. Each Third Semester involves 90 class hours of time (60 clock hours). No more than five clock hours may be accounted for travel (inclusive of both departure and return). No more than five clock hours may be accounted for student-led projects such as reading a book, working on a computer, doing research, etc. Preparation hours are encouraged and may be accounted as part of the total clock hours. This consists of class time before the official start of Third Semester that brings all participating students together and provides background for the experience they will encounter. Third Semester courses usually take place after the second semester, but may take place at other times as well with the approval of the Dean of Academics and Dean of Student Leadership.

TRANSFER STUDENTS | Each student transferring into St. Augustine Prep from another school will have his transcript and course of studies evaluated on an individual basis. The general expectation is that a transfer student must meet as many of the above stated requirements as possible. Courses and grades from another institution will not be included on a St. Augustine Prep transcript. Grades in progress from another institution (for courses continued at St. Augustine Prep) will be incorporated into the Semester 1 and/or Final grades on the Prep transcript. The final grades earned from the initial high school will be used to calculate the students cumulative unweighted and weighted GPA for the purposes of Honors and college application documents. Each transfer student will be given his requirements for graduation at the time of his enrollment.

EXAMS AND EXEMPTIONS | Only seniors and second-semester juniors may be exempt from taking semester or final examinations. Exemptions are at the discretion of the faculty member, but may only be given to students who have at least a 93 average for the entire course. Students taking an Advanced Placement (AP) course must abide by the stated rules for exams which are established in the contract signed at the start of the AP course.

HOMEWORK | Homework is an integral part of the educational process. It helps the student to integrate the material he has learned in class and helps him prepare for learning. Homework is a reflection of the author. Students should always do their best and take pride in their work. Generally, there should be approximately three hours of homework a night. A student should always give his best effort. Faculty members should see that homework covers different academic demands: knowledge, comprehension, application, analysis, synthesis, and evaluation. Each faculty member should establish clear guidelines on what he or she considers acceptable and make these guidelines readily available to the students.

IPAD & CHROMEBOOKS REQUIREMENTS AND USE | Members of the class of 2021 are required to have either an iPad with 32 GB of storage or more (with Apple-Care+) or a Chromebook purchased through St. Augustine Prep's IT department. All other classes are required to have a Chromebook purchased through St. Augustine Prep's IT department. These learning tools are the student's primary resources for conducting research and accessing digital textbooks and instructional materials. It replaces approximately 25 lbs. of hardbound textbooks.

Teachers will instruct students as to the appropriate computer purchases and/or downloads. Each course may require $45 of purchases relating to iPad or Chromebook resources (apps, iBooks, e-books, etc.). Additional costs to a student must be approved by the Academics Office.

To optimize the instructional capacity of the IPad/Chromebook and to promote a focus on optimal academic achievement, the non-academic use of the iPad/Chromebook (e.g. online games) is permitted only during lunch periods, break periods, and other non-instructional periods.

B: SCHOOL'S RESPONSIBILITY TO THE STUDENT

COMMUNICATION | Currently the school uses computer applications, such as MyPrep, Google Classroom, and Google Mail, by which faculty members communicate with parents and students. It is the obligation of every student to access his MyPrep and Google accounts to access important communications.

Each student is issued a hermits.org email address. School policy, for the protection of both faculty/staff and students, mandates that no email communication be directed to a student's private email account(s) from faculty/staff personal email accounts. The only email correspondence that can occur between faculty/staff and students is through St. Augustine Prep email domain accounts of @hermits.com (faculty/staff) and @hermits.org (students).

Complete detailed instructions to access your St. Augustine Prep email inbox are located at**:** http://netcommunity.hermits.com/StudentEmailAccess**.**

Students are responsible for the information that is disseminated. Parents/Guardians, while not mandated, are strongly encouraged to have their own NetCommunity and email accounts. NetCommunity is the default method of communication with parents/guardians. Parents/Guardians may request in writing to receive school communications through the United States Postal Service (or other similar means).

OFFICIAL FAILURE WARNING | If a student is in danger of failing a course for the semester or the year, he and his parents/guardians will receive a written notice from the faculty member; this notice must also be on file with the Dean of Academics. The notice cannot be issued with less than two weeks remaining in the semester. Prior communication with the student and parents must be sufficient and documented during the year by the faculty member.

PARENT / TEACHER CONFERENCES | Each student has a right to have his parents/guardians meet with his teachers to discuss his academic performance and his social behavior. Parents/Guardians can make an appointment to talk to and/or to meet with a faculty member one-on-one.

- To make this appointment, the parent/guardian should contact the faculty member directly. If desired, the Guidance Office or the student's faculty advisor will serve as an intermediary.

Faculty members are expected to respond promptly to any parent/guardian's request for such a meeting. Students and parents/guardians should always feel free to contact the Leadership Team at any time with any concerns they might have.

- Any student who intercepts and does not deliver communication from the school to his parent(s)/guardian will be disciplined. This is a violation of the Honor Code.

COUNSELING AND GUIDANCE SERVICES | St. Augustine Prep provides counseling and guidance services to help students prepare for and select colleges. The College Guidance Office will arrange for standardized testing, prepare transcripts, and keep accurate records on all students. Through the *Unitas* Program and the College Guidance Counselors, the students will be helped with personal problems and be directed to where they might receive the appropriate internal or external counseling, if necessary. The *Unitas* and Guidance programs always operate under Catholic Christian principles. A priest will always be available for any student at any time.

TUTORING | Students have a right to receive additional help from faculty members before school, after school, during Enrichment Period, or during a mutually agreeable time. This privilege should not be abused by constant usage. Tutoring is a temporary solution to solve an occasional problem. Tutoring is also available from members of the National Honor Society through the Match Program. Students needing long term tutoring should contact outside services.

TRANSFERRING OUT | Any student seeking to transfer from St. Augustine Prep to another institution has a right to have his records handled promptly upon receipt of a formal written request for records from the new institution. Before any transfer of records take place, all obligations (financial and otherwise) must be met.

PART IV: STUDENT ACTIVITIES

Empathy, integrity, and global awareness are core values central to the mission of St. Augustine Prep. The work of the Office of Student Leadership is focused on growing these competencies through each student's experiences outside of the classroom. Whether participating in a sport, meeting a deadline for a school publication, or learning the choreography for the school musical, the Prep's diverse offering of extracurricular programs allows students to explore and develop their interests and talents in limitless ways.

INVOLVEMENT | *"Find out how much God has given you and from it take what you need; the remainder is needed by others."* – St. Augustine

It is the responsibility of each student to use the gifts and talents God has given him to make St. Augustine Prep a better place.

CO-CURRICULAR CLUBS AND ACTIVITIES | Students are encouraged to join clubs and activities sponsored by the school. Each club and activity will regulate its membership as it sees fit by the Dean of Student Leadership.

CLASS TRIPS | Students can become involved by participating in school-sponsored trips. To participate, each student must have a permission slip signed by his parent/guardian. The moderator of the trip will determine the appropriate dress code and schedule. Each student must remember that he is an ambassador of the school and should act accordingly. Students on overnight trips must fill out and submit the emergency medical form in order to participate in an outing.

SOCIAL FUNCTIONS | Students should also seek to become involved by attending school social functions. At these events, students should exhibit good social behavior so that all involved can enjoy their time. After arriving, no student may leave a social event early without the permission of an administrator or faculty member. The time for departure will be clearly stated before each event.

PARTICIPATION IN ATHLETICS AND SCHOOL-SPONSORED ACTIVITIES | To be a member of a school-sponsored team or activity is a privilege. Participating students must meet several criteria.

1. A student must meet the standards set by any organizations with whom St. Augustine Prep is a member, like NJSIAA and the Cape-Atlantic League.
2. Each student athlete must have all forms on file that are required (e.g. parental consent, current physical).
3. The student must maintain a respectable academic standing.
    a. No student who has two course averages below an 80 at the end of any grading period (i.e., quarterly progress reports or semester report cards) is eligible for co-curricular participation until the next report card or progress report is issued.
    b. This co-curricular participation probation may be lifted by the Dean of Academics prior to the next report card being issued (to be interpreted as follows: from the issuance of the report to when grades are next handed in to the office).
    c. A student-athlete must be in good standing by NJSIAA standards as well:
        i. "To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a pupil must have passed 25% of the credits (27.5) [30 beginning with the Class of 2014] required by the State of New Jersey for graduation (110) [120 beginning with the Class of 2014], during the immediately preceding academic year.
        ii. To be eligible for athletic competition during the second semester (Feb. 1 to June 30) of the 9th grade or higher, a pupil must have passed the equivalent of 12 ½ % of the credits (13.75) [15 beginning with the Class of 2014] required by New Jersey for graduation (110) [120 beginning with the Class of 2014] at the close of the preceding semester (Jan. 31). Full-year courses shall be equated as one-half of the total credits to be gained for the full year to determine credits passed during the immediately preceding semester." (NJSIAA Constitution, Article V)
4. Any student whose behavior is not exemplary of the Christian Gentleman will not be allowed to participate. The length of suspension from participation will depend on individual circumstances. Any student who engages in fighting, cursing, or other inappropriate behavior, will be suspended from participation.

    Every student that represents St. Augustine Prep is an ambassador of the school and should take pride in its rich history. He must realize that spectators observe him and admire him and evaluate the reputation of the school based on his actions. Any student who has this privilege must abide by all the rules of the school; most especially, those related to dress code. As a representative of St. Augustine Prep, students should maintain proper appearance at all times. Students must adhere to the same grooming standards as they would during the school day. The policy remains intact even if school is not in session (e.g. Christmas Holiday and post-graduation ceremony). The determination of

proper appearance and consequences for improper appearance will be made by the administration.

PART V: STUDENT CONDUCT

EXPECTATION | Whether a student is on or off campus, he always remains a part of St. Augustine Prep Brotherhood, and a student's actions and behavior should reflect that high standard.

ATTENDANCE AND LATENESS POLICIES AND PROCEDURES | Students are expected to be present and punctual for assigned classes and all other required events.

1. **Excused Absence** - Excused absences may be either unexpected or anticipated. In the case of an unexpected absence, the parents/guardians are requested to notify the attendance office between 8 AM and 9 AM on the day and every day (in the case of continuous absences). The Office of Student Leadership reserves the right to determine what an excused or unexcused absence is. Proper documentation for an excused absence(s) must be submitted to the Attendance Office within two weeks of the student's return to school. Failure to submit needed documentation will result in the absence being deemed unexcused.

   For anticipated absences, a Parent/Guardian-signed note of explanation must be brought to the Dean of Student Leadership at least two days in advance. Anticipated absences during the school day must be preceded with a note to the Dean to receive permission to leave school. For doctor or dentist appointments, the student is required to return with a note from the doctor or dentist indicating that he kept his appointment.

   The only excused absences permitted during exam days are for illness, death in the family, or court summons. Students who miss retreat days for reasons other than illness, death in the family, or court summons will be required to complete a project related to the retreat theme.

2. **Unexcused Absence** - Parents/Guardians always have the right to keep their child out of school or take him out during the school day. The school, however, has the right to determine if an absence is excused or unexcused. An unexcused absence is recorded when no acceptable reason can be given for the absence or when a student is suspended. In the case of unexcused absences, tests and assignments that are due the day of the absence become due the day the student returns. An unexcused absence will result in disciplinary penalties.

3. **Excessive Absence/Irregular Attendance** - Students absent from school or from individual classes for more than eight (8) unexcused days in a given semester will receive a letter of notification. After ten (10) unexcused days the student and his parents/guardian must meet with the Dean of Student Leadership and the Dean of Academics to determine if academic action is warranted. After fifteen (15) days (for the whole school year) the Council of Deans reserves the right to decide if academic credit can be awarded.

a. Excessive latenesses and irregular attendance without sufficient cause are serious concerns and may result in suspension. The school reserves the right to make judgments in these areas.

4. **Extended Absence** - In the case of an extended absence, it is essential that the parents be in contact with the Dean of Student Leadership as to the nature and expected duration of the absence. Information regarding the nature of the absence will be shared with other school personnel only on a need to know basis. The administration, in consultation with the parents/guardians, reserves the right to determine the best plan of action with regard to extended absence. Any student returning to school after an extended absence must present written documentation with regard to the absence on the day of his return.

MAKE-UP WORK | All missed assignments, tests, quizzes, etc. assigned on excused absence day(s) are to be made up for full-graded value. Everything must be made up within a time frame equaling the number of days absent plus one in order to receive full credit (e.g. A student absent for two days has three days, counting the day of his return, to make up all missed work). Assignments given prior to the absence but due during the absence are due on the day of return. Tests and quizzes are to be made up on the day of return if the first day missed was the day of the test. (e.g. If a student is absent on Tuesday and there is a test on Tuesday, the student must make up the test on Wednesday). Teachers reserve the right to insist that a long term assignment due three or more weeks after it is assigned, be turned in on the due date, even if the student is absent on the day the assignment is due.

TRUANCY | If a student is absent without a valid excuse for four (4) or more days within a four-week period or is absent without a valid excuse for ten (10) days within a semester, the Dean of Student Leadership shall notify the parent/guardian. The absences may be reported to the district attorney for Atlantic County for juvenile proceedings pursuant to NJ state law.

LATENESS POLICY | Punctuality is an essential component of a responsible and respectful student. Any student who is not in his first period class when the second bell rings is considered late.

- After three (3) first period lates in one semester, students will be assigned a one-hour administrative detention upon the fourth late arrival. Any further late arrivals in the same semester, may result in further disciplinary action by the Dean or the Assistant Dean of Student Leadership.
- Three (3) unexcused latenesses in any class(es) will result in a one-hour administrative detention given on the fourth late arrival.
- Six (6) unexcused latenesses in any class(es) during one semester will result in further disciplinary action deemed appropriate by the Dean of Student leadership or the Assistant Dean of Student Leadership.
- Any student that arrives after 9:45am without a doctor's note or a valid emergency situation will be considered late and will not be able to participate in any athletic and co-curricular activities for the day.

The Dean of Student Leadership or the Assistant Dean of Student Leadership will make the final determination as to whether a late is excused or unexcused

ILLNESS AT SCHOOL | If a student becomes ill at school or is involved in an emergency situation where he must leave school, every effort will be made to contact parents/guardians for notification prior to dismissing the student. Only the Head of School, Dean of Academics, or the Dean of Student Leadership may give a student permission to leave the campus during class hours. Anyone listed on a student's registration form is allowed to sign a student out to go home. The emergency contact will be called only for a true emergency.

DRESS CODE | The Hermit dress code is an educational tool that complements the education of the Christian Gentleman. The dress code has several purposes: to enhance self-esteem, to teach discipline, and to prepare students for professional careers. Each student must arrive on campus properly dressed each day.

FALL/SPRING & WINTER UNIFORMS | St. Augustine Prep students wear two types of uniforms, the winter uniform, and the fall/spring uniform. The Dean of Student Leadership determines the date on which the uniform transitions from the fall/spring to winter. The winter uniform may be worn at any point during the school year. The fall/spring uniform is to be worn during the designated fall and spring dress periods.

ST. AUGUSTINE PREP

HERMITS

DRESS CODE 2021-2022

FALL/SPRING

UNDERCLASSMEN

PERMISSIBLE

- Hermits Branded Polo - Tucked
- Navy or Gray Dress Pants
- Black or Brown Dress Shoes *(must be able to hold a shine)*
- Black or Brown Belt
- Dress socks of varying colors/styles *(white socks prohibited)*

NOT PERMISSIBLE

- Sweatshirts - Hood or Crew
- Non-Hermits Branded Sweaters
- No Suede Shoes, Sneakers or Slippers
- Full or 1/4 Zip Jackets & Sweaters

CLASS OF 2022

PERMISSIBLE

- Hermits Branded Polo - Tucked
- Khaki, Navy, or Gray Dress Pants
- Black or Brown Shoes (Brown Boat Shoes Acceptable) *(if using dress shoes, they must be able to hold a shine)*
- Black or Brown Belt
- Dress socks of varying colors/styles *(white socks prohibited)*

NOT PERMISSIBLE

- Sweatshirts - Hood or Crew
- No Suede Shoes, Sneakers or Slippers
- Non-Hermits Branded Sweaters
- Full or 1/4 Zip Jackets & Sweaters

WINTER

UNDERCLASSMEN

PERMISSIBLE

- Navy Blazer with Patch **(MANDATORY)**
- School Branded Sweater
- White or Light Blue Dress Shirt
- Navy or Gray Dress Pants
- Black or Brown Dress Shoes *(must be able to hold a shine)*
- Black or Brown Belt
- Tie of varying colors/styles
- Dress socks of varying colors/styles *(white socks prohibited)*

NOT PERMISSIBLE

- Sweatshirts - Hood or Crew
- No Suede Shoes, Sneakers or Slippers
- Non-Hermits Branded Sweaters

CLASS OF 2022

PERMISSIBLE

- Navy Blazer with Patch **(MANDATORY)**
- School Branded Sweater
- White or Light Blue Dress Shirt
- Khaki, Navy, or Gray Dress Pants
- Black or Brown Shoes (Brown Boat Shoes Acceptable) *(if using dress shoes, they must be able to hold a shine)*
- Black or Brown Belt
- Tie of varying colors/styles
- Dress socks of varying colors/styles *(white socks prohibited)*

NOT PERMISSIBLE

- Sweatshirts - Hood or Crew
- No Suede Shoes, Sneakers or Slippers
- Non-Hermits Branded Sweaters

HAIRCUT & FACIAL HAIR

- The student's haircut must be clean-cut. Hair must not be multi-colored. The color must be natural and acceptable to the Leadership Team. Hair must not be excessively long. A student's hair should not reach his ears or eyes or extend below the shirt collar. Faddish haircuts are not permitted. The student must be clean-shaven. A student not properly groomed will receive detention, and if the situation is not immediately correctable, he may be sent home.

PROPER APPEARANCE

- Students should not wear inappropriate clothing or have inappropriate body art on display when they represent the school. The determination of proper appearance and consequences for improper appearance will be made by the Assistant Dean of Student Leadership

ST. AUGUSTINE PREP

HERMITS™

8TH GRADE DRESS CODE - WINTER

- White Dress Shirt (short or long sleeves permitted)
- Official 8th Grade Tie (Available at the Prep Shop • Call (856) 697-2600 ext. 126 to confirm hours)
- Navy Blue or Gray Branded Sweater (Available at the Prep Shop • Call (856) 697-2600 ext. 126 to confirm hours)
- Navy Blue or Dark Gray Pants with a Black or Brown Leather Belt
- Dress Socks (NO WHITE ATHLETIC SOCKS PERMITTED)
- Black or Brown Dress Shoes (Shoes must be able to hold a shine)

8TH GRADE DRESS CODE - SPRING/EARLY FALL

- Hermits Branded Navy, Gray or White Polo (Available at the Prep Shop • Call (856) 697-2600 ext. 126 to confirm hours)
- Navy Blue or Dark Gray Pants with a Black or Brown Leather Belt
- Dress Socks (NO WHITE ATHLETIC SOCKS PERMITTED)
- Black or Brown Dress Shoes (Shoes must be able to hold a shine)

HAIRCUT & FACIAL HAIR

- The student's haircut must be clean-cut. Hair must not be multi-colored. The color must be natural and acceptable to the Leadership Team. Hair must not be excessively long. A student's hair should not reach his ears or eyes or extend below the shirt collar. Faddish haircuts are not permitted. The student must be clean-shaven. A student not properly groomed will receive detention, and if the situation is not immediately correctable, he may be sent home.

PROPER APPEARANCE

- Students should not wear inappropriate clothing or have inappropriate body art on display when they represent the school. The determination of proper appearance and consequences for improper appearance will be made by the Assistant Dean of Student Leadership

DETAILED APPLICATION OF THE DRESS CODE

BLAZER | As a part of the winter uniform (also special occasions), the student is to wear a navy blue blazer with the approved school patch properly sewn on the left breast pocket. The jacket must not appear torn or worn, tattered or stained. It should have its full complement of buttons and pockets. Faculty members may permit the student to remove his blazer in the classroom. Unless otherwise stated by the Leadership Team, a student must always wear his jacket anytime he is outside the classroom. The blazer should not be overly adorned with pins and other items.

BUTTON-DOWN SHIRT | The requisite uniform shirt is white or light blue in color, or an approved St. Augustine Prep monogrammed dress shirt, and is a full button front dress shirt. The shirt may be short or long sleeved. During the coldest winter months, a thermal, or performance fit long sleeve may be worn under the button-down.

POLO SHIRT | During warm weather in the fall and spring, the administration may permit students to wear either: a white or light blue shirt with a tie; or a blue or white Prep monogrammed shirt without a tie; or an approved St. Augustine Prep monogrammed polo/golf shirt.

SWEATERS | Blue or Gray sweaters are permissible additions to the winter uniform. These sweaters must be navy or gray in color and approved by the Dean of Student Leadership. No other sweaters will be permitted at any point.

JACKETS (Full & Quarter Zip) | St. Augustine Prep Jackets, full & quarter zip, are permissible additions to the winter uniform. These must be St. Augustine Prep branded and approved by the Dean of Student Leadership. No other jackets will be permitted at any point.

PANTS | All students are required to wear dress pants. Pants that are cut like jeans and contain rivets are not permitted. They may not be corduroy, baggy, have cargo pockets or be made of jean-like material regardless of color. They should not have double stitching on the outer leg seams.

- Seniors may wear light colored khaki dress pants.
- Underclassmen pants should be solid navy blue or dark gray. They must be of the dress variety.

SHOES | All students are required to wear dress shoes only.

- Senior footwear is a brown boat shoe. They may be slip-on or tied. They may not be backless or lined with fur. Canvas, fabric shoes or sneakers are not permitted.
- Underclassmen dress shoes must be black and of the dress variety. They must be able to hold a shine.

TIE | A tie must be worn; however, there is no regulation school tie. Ties that are excessively gaudy, overly wide, or generally inappropriate for dress attire are prohibited. Bow ties are permitted. As with the rest of the school attire, the tie should not be torn, tattered, or stained.

BELTS | A black or brown belt must always be worn. Suspenders are not permitted.

SOCKS | Socks must be worn at all times. Dress socks may vary in color and style. (Athletic socks prohibited)

HATS | Hats are never permitted in the school buildings.

JEWELRY | *Earrings are not permitted.* Excessive chains are not permitted. Rings (except the school rings) and bracelets are discouraged and may be prohibited. Students are not permitted to wear body-pierced jewelry during the school day.

HAIRCUT/SHAVE | The student's haircut must be clean-cut. Hair must not be multi-colored. The color must be natural and acceptable to the Leadership Team. Hair must not be excessively long. **A student's hair should not reach his ears or eyes or extend below the shirt collar.** Faddish haircuts are not permitted. The student must be clean-shaven. A student not properly groomed will receive detention, and if the situation is not immediately correctable, he may be sent home.

PROPER APPEARANCE | Students should not wear inappropriate clothing or have inappropriate body art on display when they represent the school. The determination of proper appearance and consequences for improper appearance will be made by the Dean of Student Leadership or Assistant Dean of Student Leadership

GENERAL POLICY | The Dean of Student Leadership is the final arbiter in all matters of interpreting the dress code and enforcing its application. The Dean of Student Leadership may modify the dress code at any time.

DISCIPLINE | A warning is given to a student who is not in compliance with the dress code. After the first warning, then one or more courses of action may be pursued. For example:

1. The student will be given a detention.

2. The student will not be allowed to attend class or school until the situation is rectified. The student will be responsible for any and all missed assignments issued on that day.

3. The student will not be allowed to participate in any extra-curricular or outside school events (e.g., class trips, athletic events, conferences, etc.) on the day of the infraction and until the situation is rectified.

DRIVING/PARKING PRIVILEGES | Reckless driving on or near campus will not be tolerated. In recognition of the safety of St. Augustine Prep's neighbors, students are prohibited from driving on Pancoast Mill Road while going to and from school. Students who violate this will lose their driving/parking privileges as determined by the Dean of Student Leadership or the Assistant Dean of Student Leadership. Also, parking on campus without a current parking permit is prohibited as well as parking in a *no parking zone* or other area that is not a valid parking spot. Once the school day begins a student may not return to their car until dismissal without the permission of the Dean of Student Leadership or the Assistant Dean of Student Leadership. If permission is given the student must get a pass at the main office of the Forum.

DETENTIONS, SUSPENSIONS, AND EXPULSIONS

1. **Detentions**
   a. Detentions will be served before school, after school or at another time deemed appropriate by the Assistant Dean of Student Leadership
   b. Probationary Status I – excessive detentions may result in a student receiving Probationary I status. This status restricts a student from athletic and co-curricular activities, not to exceed one semester, as determined by the Dean of Student Leadership and Assistant Dean of Student Leadership.

2. **Service / Character Development Based Suspensions**
   a. For each day of suspension, the student will spend the equivalent of one school day completing service work as determined by the Dean of Student Leadership or Assistant Dean of Student Leadership
   b. All suspensions will result in Probationary Status I and if warranted, Probationary Status II, which restricts a student from all athletic and co-curricular activities for a period of one year. This includes participation in school functions such as prom, semi-formal, school play, athletic events, etc.

3. **Expulsions**
   a. Dismissal from St. Augustine Preparatory School

PROCEDURE AND COURSE OF ACTION | A faculty member is expected to handle discipline in his or her classroom. Detentions that do not rise to the level of involvement of the
Dean of Student Leadership is to be handled by the individual teacher.

- Administrative detentions will be held after school or before school (subject to change at the discretion of the Dean of Student Leadership) and will be administered by the Assistant Dean of Student Leadership. Administrative detentions include, but are not limited to, any offense listed in this Student Handbook.

- As a general rule, any student receiving an administrative detention will be expected to serve on the next scheduled day (e.g., A student receives an administrative detention on Monday; he is expected to serve on Tuesday).

- Suspensions will be administered by the Dean of Student Leadership or the Assistant Dean of Student Leadership. A student serving a school suspension is ineligible for any extra-curricular activity on that school day (practice, games, clubs, etc.).

- When a student is asked by a faculty member to leave class for disciplinary reasons, he must report immediately to the Main Office in Augustinian Hall. The teacher must contact the Main Office, who will then contact the Assistant Dean of Student Leadership.

- Actions up to and including in-school suspensions will generally be handled by the Assistant Dean of Student Leadership. Incidents that may result in out of school suspensions or expulsions will be handled through the Leadership Team.

DRUG AND ALCOHOL TESTING POLICIES | Providing a safe school environment and promoting an atmosphere of health and wellness is critical to the educational philosophy and overall mission of St. Augustine Prep. As part of this mission, it is imperative that students and parents/guardians fully understand the consequences for drug and alcohol use, abuse, possession, and/or distribution.

The guidelines outlined below provide a means for the school to minister to its students and families by offering maximum support while maintaining a commitment to the community. In light of this commitment, students attending St. Augustine Prep will be subject to:

- Random drug and/or alcohol testing, and
- Upon reasonable suspicion, may be required by the school to undergo such testing.

Students found to be in possession and/or use of illegal or banned substances are subject to all Drug/Alcohol Offense Consequences. The cost of the random testing will be absorbed by the school while the cost of reasonable suspicion and any follow-up testing will be the responsibility of the parent/guardian.

A. Drug/Alcohol Policy at School Sponsored Events - The school reserves the right to randomly test any/all students at any/all school activities. If found in violation of the Drug/Alcohol Policy, the student's parents/guardians will be immediately notified and level consequences will be applied.

B. Random Testing Collection Process - If selected, a student is required to submit to a test at the designated Prep collection site. Once informed of his selection, the student must stay in the designated area until the testing is successfully completed. This process should take no more than 10 minutes.

A student may be required to test at a location determined by the school. A parent/guardian must accompany the student. If an **insufficient** sample is received from the lab, a parent/guardian will be called and instructed to pick up their son and proceed directly to the collection lab. **If a second sample is insufficient*, it will be assumed positive.**

***Insufficient – the sample is lacking or altered during or after collection.**

C. Reasonable Suspicion Testing - Reasonable suspicion is a logical conclusion based on experiences, observation and first- hand knowledge of a student's appearance, speech and behavior resulting in a concern that a student may be involved with drugs/alcohol. Any student required by the school to take a drug test based on reasonable suspicion (as determined by the Dean of Student Leadership or designee), and the results are determined to be positive by the testing agency, is subject to the penalties as outlined in Section 8.

Consequences for Positive Results on Drug/Alcohol Testing

First Positive Random Test Result (Reasonable Suspicion Testing) | All test results will be kept in the strictest confidence between the testing agency, the Dean of

Student Leadership, and the Head of School. The parent/guardian will be notified by the Dean if their son's test results are determined to be positive.

Any student who has a positive test result is subject to the following requirements.

1. A drug/alcohol dependency assessment and consultation.
    a. Parents/guardians are required to participate.
2. The student may be retested at any time within the next 60 days.
    a. A positive test will result in 2nd Positive Test Consequences listed in these guidelines.
    b. Regardless of the result of the second interim test, the student will be required to submit a third test 90 days after the confirmation of the first positive test.
    c. Expenses for the additional tests will be the responsibility of the parent/guardian.

Failure to adhere to the above requirements will result in immediate dismissal from school.

Penalties: Ordinarily, a two-day in-school school suspension, Drug/Alcohol dependency assessment, suspension from all school extra-curricular activities including practices and games for 15 days.

For a student to be readmitted to St. Augustine Prep, he will be placed on Probationary Status I for the remainder of the semester in which the offense occurred as well as the next semester. Any student on Probationary Status I can be required to be tested at any time during the term of the probation.

Students may be subject to removal of leadership positions within student life.

Second Positive Test Result - Repeat offenses of the Drug/Alcohol Policy places the student in serious jeopardy of being dismissed from St. Augustine Prep. If a student is allowed to return, he will be subject to all of the policies listed above (First Positive Test Result) as well as a 5-day in-school school suspension, Drug/Alcohol dependency assessment, 60-day suspension from all co-curricular activities, and disciplinary probation for the entire time he remains at St. Augustine Prep.

Third Positive Test Result- Immediate dismissal from school

ADDENDUM 12-30-14 | Possession, Sale and/or Distribution of Illegal Drugs
A student who is found to be in possession of and/or distributing an illegal drug or substance on campus or at a school related activity may be expelled. The school is required by law to report possession and/or distribution of illegal drugs or substances to the State Police Resource Officer. An expulsion for possession and/or distribution of an illegal drug or substance will be documented on official school transcripts.

TOBACCO/VAPING POSSESSION AND/OR USAGE | Federal and state law prohibit smoking/vaping in any indoor facility, or the grounds thereof, which is used to provide educational services to children. Therefore, smoking, chewing, or any other use of tobacco is prohibited on school property. Students are prohibited from possessing tobacco on, in or upon

any school property which includes their vehicles which could be searched if deemed necessary by the Dean of Student Leadership or the Assistant Dean of Student Leadership.

If students are found to be carrying a tobacco product/vape, then it will be confiscated. This policy includes E-cigarettes/vapes and similar products. Parents/guardians will be notified of any offenses, and students will be subject to the appropriate level consequences.

NJSA 26:3D-58 and NJSA 26:3D-57 prohibit smoking and the use of e-cigarettes on public and private school grounds. In accordance with these laws the New Jersey State Police may be contacted in reference to students using tobacco on campus.

CONSEQUENCES FOR VIOLATING THE TOBACCO POLICY | Parents/Guardians will be notified when a student is found to be in possession of a tobacco product. The product will be confiscated.

FIRST OFFENSE

1. The student will receive a one-day in school suspension (and)
2. He will be placed on Probationary Status I.

SECOND OFFENSE

1. The student will receive a two-day in school suspension;
2. He will be placed on Probationary Status II for the remainder of the semester the offense occurs plus the next semester
3. He will receive a 15-day suspension from all co-curricular events.

THIRD OFFENSE

1. The student will receive a three-day in-school suspension
2. He will receive a 60-day suspension from all co-curricular activities.

NJSA 26:3D-58 and NJSA 26:3D-57 prohibit smoking and the use of e-cigarettes on public and private school grounds. In accordance with these laws the New Jersey State Police may be contacted in reference to students using tobacco on campus.

INTERSCHOLASTIC ATHLETICS | Athletic activities are an integral part of St. Augustine Prep's educational program. The value of athletics is in striving for individual excellence through competition – with oneself as well as the opponent – and in sacrifice of oneself for the team. A wide variety of competitive athletic activities are available and all students are encouraged to participate actively as team members, if possible.

It is imperative that students, participants, and other spectators conduct themselves in a sportsmanlike manner at these activities. St. Augustine Prep takes great pride in winning but **does not condone winning at all cost**, and discourages any and all pressures which might tend to neglect good sportsmanship. Everyone who is a representative of St. Augustine Prep must exemplify good sportsmanship and mature behavior. **All forms of support must be positive and directed toward generating enthusiasm for our program rather than detracting or tearing down the program of the opponent.** In perception and practice, good sportsmanship shall be defined as those qualities of behavior that are characterized by generosity and genuine concern for others. Good sportsmanship is viewed as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.

Participation in interscholastic athletics is a privilege, not a constitutionally protected right. **The privilege of participation may be revoked by the Dean of Student Leadership for on-campus and off-campus misconduct.**

ATHLETIC ELIGIBILITY | St. Augustine Prep is a member of the Cape-Atlantic League and a partial member in the Olympic Conference (bowling and volleyball) as well as the New Jersey State Interscholastic Athletic Association (NJSIAA) and is subject to the rules and regulations of these organizations. Student eligibility can only be maintained by meeting the NJSIAA requirements, making every effort in all academic courses, and fulfilling additional requirements of the individual coaches. In order to participate, students must:

- Maintain amateur status as an athlete.
- Be academically eligible according to St. Augustine Prep guidelines. (A student who has two grades below a 77 in two courses at the end of any grading period is ineligible until the next report card or progress report is issued or permission to participate is reinstated by the Dean of Academic prior to the next report card being issued.)
- Maintain eligibility relative to age. (A student who reaches his 19th birthday before September 1st will not be eligible for athletic competition.)

TRANSFER STUDENTS | A student may not transfer to St. Augustine Prep for athletic advantage. In addition, it is a violation of NJSIAA rules for a student who is enrolled in another high school to be recruited or enticed in any way by a coach to transfer to St. Augustine Prep. Athletic eligibility for a transfer student is regulated by NJSIAA guidelines:

- A transfer student who participated on the varsity level at his previous school is required to sit out 30 days from the first scheduled contest of each relevant sport. He may practice but cannot participate in scrimmages or games until the 30-day period is completed.
- A transfer student who did not participate on the varsity level at his previous school will be deemed eligible immediately.
- The Athletic Director reserves the right to extend the state required waiting period in the interest of the student, team, and/or overall athletic program.

ABSENCE AND LATENESS | A student who is absent from school may not attend practice or games on the day of his absence. **A student-athlete who is not officially signed in by 9:45 am will not be able to participate in practice or games scheduled for that day.** Absences or latenesses due to sickness and other situations out of the control of the student may be waived by the Dean of Student Leadership, thus allowing participation.

ATHLETIC COMMUNICATION | A student's athletic experience is enhanced through clear communication between coaches, athletes, and parents/guardians. Coaches will dispense the following information (usually at a pre-season meeting of parents/guardians):

- Student handbook issues: attendance rules, academic eligibility, social service project, transportation, etc.
- Fundraising – Athletic Advancement
- Off-season programs
- Practice times
- Physicals – required medical forms, concussion policy, etc.
- Athletic Trips

- Cut policy
- Parent/Guardian volunteers – concessions, security, etc.

Coaches will expect the following from parents:

- All necessary paperwork prior to the beginning of the season
- Notification of illness or injury in a timely fashion
- Notification of scheduling conflicts well in advance

How to Lodge a Complaint - When there are perceived conflicts, we encourage issues to be resolved at the lowest level between the player and the coach. It is our belief that some things are left to the discretion of the coach and they include overall strategy, play calling, and playing time. If a meeting between the athlete and coach fails to resolve a problem, a meeting between the coach and parent may be scheduled. **Immediately before or after a game is an inappropriate time to schedule a meeting with a coach. Please wait and make contact the next day.** If resolution of the problem cannot be satisfactorily reached, the next contacts include:

- Athletic Director
- Dean of Student Leadership
- Head of School

TRANSPORTATION | St. Augustine Prep operates two buses and contracts with outside companies for all co-curricular activities. Many student groups make use of the buses during the school year; therefore, at times it becomes necessary to depend on the good nature and generosity of coaches, parents/guardians, and students to have enough vehicles to see that all participants arrive at the event site. Due to safety and liability concerns, it is necessary for the students to have written permission on file, signed by the parent/guardian, in order to drive their own vehicle, transport other students to an athletic event, or ride with a faculty or staff member, a coach, or another parent/guardian or student. The Athletic Director, in conjunction with the head coach, is responsible for determining transportation arrangements and the selection of willing student drivers.

HAZING | Hazing is considered **any act of harassment, humiliation, intimidation, or bullying, whether it be written, verbal, or physical.** If student-athletes are involved in any form of hazing, **they will be immediately-dismissed from their team for the remainder of the season.** Students will also be subject to further disciplinary action by the Dean of Student Leadership.

- It is the responsibility of each coach to familiarize himself with the literature provided on the issue of hazing. Each head coach **MUST** meet with his team to explain what constitutes hazing and discuss the school policy on hazing. Any athlete or coach who actively or passively engages in a hazing activity will be subject to immediate disciplinary action, including suspension and/or removal from the team and possible legal action.

MANDATORY REPORTING | The current standard in the reporting of discipline records of students in secondary education in public schools is determined by the Family Education Rights and Privacy Act (FERPA) and the No Child Left Behind (NCLB) Law. These pieces of legislation require that any suspensions a student has received be reported as part of the student's

public record. The legislation does this so that those who have committed acts of violence that endanger the safety of others or themselves can be identified. In this way, the school to which the student is applying can make an accurate decision with respect to whether the student should become a member of that community. St. Augustine Prep will follow this standard in reporting any suspensions that a student receives to any schools to which a student may transfer or colleges to which a student may apply.

ADDITIONAL CONDUCT REGULATIONS - (SEE APPENDIX II)

PART VI: GENERAL INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA): Under this act of the Federal Government, each school must state what information it considers part of the student directory. Student directory information is information that is available to the public at the discretion of the school.

St. Augustine Prep considers the following to be directory information:

- A student's name, address, phone number, birth date, email address, class schedule, height, weight, dates of attendance, honors and awards, clubs and teams to which a student belongs, and pictures of the student participating in school events.
- Directory information does not include grades and GPA, social security number, student ID number, race, gender, or ethnicity.
- Parents/guardians may request that certain parts of their son's directory information not be made public.
    - To do so, a parent/guardian must state so in writing (specifically detailing which pieces of information are to be so designated) and address that directly to the Head of School.

TUITION | As an independent school, St. Augustine Prep is a tuition-based institution. In fairness to all families, no student will be allowed to have college applications processed or receive his report card or transcripts if his account is in arrears. Exceptions to this policy may be granted only by the Head of School.

TUITION ASSISTANCE | Serving students of all means in an atmosphere of academic excellence and cultural/social diversity is a key element of a St. Augustine Prep education. The Tuition Assistance Committee has the authority to recommend need-based grants to the Head of School. The amount of each need-based grant is based on the total funds available, the total number of applicants, and the recommendation of Private School Aid Service (PSAS), a third party organization which handles all aspects of the tuition assistance data gathering and verification process for St. Augustine Prep. The primary responsibility for financing a Prep education rests with each family. Tuition assistance will not be available to students with outstanding tuition until arrangements have been made with the Business Office. Admission to St. Augustine Prep is entirely separate from consideration for tuition assistance.

Families of enrolled students must reapply for tuition assistance each year. All tuition assistance is awarded contingent on the student maintaining standards of academic proficiency and conduct as set by the Academic Dean and Dean of Student Leadership. Families who receive tuition assistance are required to sign a confidentiality agreement.

SCHOLARSHIPS | There are two tiers of scholarships offered to incoming freshmen: 1) Head of School Scholarship, which is awarded to incoming freshmen who achieve a high score on their scholarship test, and 2) Merit-Based Grant, which is given to incoming freshmen who have achieved academic excellence throughout their academic career and who perform well on the scholarship test that is administered by St. Augustine Preparatory School. Both awards are four-year scholarships. Scholarship awardees are required to maintain high academic standards by taking challenging courses, maintain a year-end unweighted grade point average of at least a 93 (for Head of School Scholarship), and at least an 85 (for Merit-Based Grant); become an ambassador of St. Augustine Prep by promoting the values of the school, and perform service to the school and community by using their gifts and talents to make the lives of others better.

Any recipient whose grade point average falls below the aforementioned standards will be put on a Performance Improvement Plan. The student needs to make the improvements in order to retain the awarded amounts.

IDENTIFICATION CARDS | The school will provide each student with an ID card that includes the student's photo, name, class year, and particular ID number. The card may also be used as a debit card for purchases in the Dining Hall, provided funds are on deposit for this use. The student must keep this ID card on his person at all times.

- The replacement cost of the ID card is $5.00.
- Students are to report lost ID cards to the Attendance Office as soon as possible.
- The use of another student's ID card for whatever reason will be deemed a serious disciplinary offense.

SECURITY CARDS | Every student receives a security card that allows access to external doors of the academic buildings. The first card is issued free of charge.

- Students must pay a $10 replacement fee for any lost or stolen cards.
- The misuse of security cards (i.e. repeatedly swiping cards at access points) may result in disciplinary action from the Assistant Dean of Student Leadership.

CHANGE OF ADDRESS | It is the responsibility of the parent/guardian to ensure that the school is kept up to date regarding his address and phone number. Any changes in either of these should be reported to the Main Office as soon as they are available.

SCHOOL NURSE | Through the State of New Jersey, the school provides the availability of a nurse. The purpose of this service is two-fold.

1. The nurse will administer all medication dispensed in the school.
    a. No student is allowed to carry any medication on his person or to have it in his possession.
    b. Use of all medication must be documented.
2. The nurse is to attend to those students, and only those students who become ill or injured during the course of the school day. Prolonged presence in the Nurse's Office means the student is ill and should be sent home.
    a. In such a case, the student will be marked as absent from school.
    b. This student may not participate in co-curricular events that day.

EMERGENCY CARD INFORMATION | For the safety of all concerned, it is the responsibility of the student to ensure that an Emergency Card is completed and on file in MyPrep.

- **No student will be allowed to attend class for more than five (5) days unless this information is properly filled out and submitted to the school nurse.** Any changes to this information should be made promptly.

IMMUNIZATION RECORDS | Students must have updated immunization records on file in the Nurse's Office. Failure to provide this information may result in exclusion from school until the necessary records are provided.

INJURY | It is the responsibility of every student to care for his well-being. If an injury occurs during school time or at a school-sponsored event, the student or a responsible person should report this immediately to the Nurse's Office and/or the Athletic Trainer. The school offers secondary insurance (i.e., it covers the excess costs over and above the parents' own family insurance policy) in the case of all such injuries.

SCHOOL CLOSING | If school is closed on a normally scheduled operating day (e.g., snow, power failure, inclement weather), that decision will be made by 6:00 AM. At that time a message will be sent to each family's email, text service, and/or voice mail through Honeywell Instant Alert. A family may choose which, if any of these methods, to use in order to receive the alert.

Individuals may go online (**https://instantalert.honeywell.com)** and select their preferences; the default setting is the home phone number listed on the admissions application. **Local television and radio stations are usually contacted and broadcast the information. For KYW Radio, our** closing number is **925 Atlantic County**. You may also call the **school (856-697-2600)** and information will be posted on the opening announcement.

The general rule of thumb for inclement weather is the following: **If your local public school district is closed, then you are not required to come to school at the Prep.** The Prep draws from many different townships and the weather in one town is different than the weather in another.

AMENDMENTS | It is the responsibility of the school through the Leadership Team to change or modify the content of this handbook at any time in order to maintain the spirit of community which is the foundation of St. Augustine Prep. All changes will be properly promulgated and published so that all concerned may be aware of their obligations concerning respect and responsibility.

Appendices

APPENDIX I | PATERNITY POLICY

RATIONALE: When a student is involved in the paternity of a child, it is necessary for the school to take a position that considers three realities: the welfare of the student, the mother, and the child; the reputation and Catholic nature of this school; and the concerns of all others who may be affected. In no way does the school condone paternity at such a young age. Sexual relations are a gift from God that belong properly between a husband and wife. Students must learn that there are consequences to their actions and they must accept these. This is a time of healing, forgiveness, and reconciliation for all involved.

1. The greatest gift that a parent can give his/her child is a future of hope and promise. The only way this can be achieved is if the parent has a good education with a sound moral foundation. This being the case, we believe that students involved in the paternity of a child should remain here in school. No positive good is accomplished by having a student withdraw.

2. The student must accept responsibility for the child of whom he is the father. An open dialogue with the child's mother and their mutual families will determine this responsibility. If the mother (and her family) requests that the father abdicates his responsibilities and the father accepts, this arrangement will be acceptable to the school.

3. If it is proven that the student actively suggests or assists in the procurement of an abortion, he will be immediately dismissed from the school. Abortion is a moral evil that consciously seeks the death of an innocent life. The student must accept responsibility for his actions and to actively seek an abortion is to make an innocent child a victim of someone else's actions.

4. The student who is involved in paternity, despite his additional responsibilities, will be treated no differently than any other student with respect to schoolwork, clubs, activities, and sports.

5. A student involved in paternity should not seek to marry at such a young age. It is better for father, mother, and child that talk of marriage be postponed until the emotion of the moment is well passed and until both mother and father have a foothold on their future.

6. Modifications and emendations to this policy will be handled on a case by case basis.

APPENDIX II | CONDUCT REGULATIONS

1. Students shall conduct themselves with due respect toward one another with empathy and integrity at all school personnel at all times. Insolence, defiance, insubordination, or refusal to accept the direction of any school personnel is a serious offense.
   (**Penalty: up to suspension for gross disrespect.)**

2. The use, sale, or distribution of illegal drugs, alcohol, or other controlled substances at school or at any school function, is strictly prohibited. A school function is defined as any activity in which the name St. Augustine Prep is used whether the activity takes place on school grounds or not. The possession of drug-related paraphernalia is likewise prohibited. In addition, students who demonstrate by their behavior that they are involved in the use of drugs or alcohol and who refuse help or will not agree to abide by the school's requirements (such as random screening) will not be permitted to remain in school.
   (Penalty: see guidelines under Drug/Alcohol Testing policy)

3. Fighting between our students or between our students and others is prohibited on campus and at any school function. Students who instigate fights but are not actively involved (e.g. spreading rumors, making rude, vulgar, obscene, racial, or insulting remarks, etc.) subject themselves to the same penalties as those who are involved in the fight. Students should be aware that the penalty for fighting will normally be imposed on all participants equally unless investigation proves otherwise.
   (Penalty: detention, suspension or expulsion)

4. Any behaviors that constitute immorality in talk or action and/or any conduct that is detrimental to the reputation of the school and its mission are prohibited.
   (Penalty: detention, suspension, expulsion)

5. St. Augustine Prep has a concern with students whose conduct **outside of school or at a school activity brings discredit or harm to the name of the school or the reputation of its student body.** Therefore, such conduct or behavior in opposition to our Catholic-Augustinian philosophy and moral standards could require a penalty or dismissal from school.
   (Penalty: up to expulsion)

6. Students may not leave campus between arrival at school and the end of the school day unless they have authorization from the Dean of Student Leadership. Students may not go to their cars or be in the parking lot without permission from an administrator.
   (Penalty: detention, suspension)

7. Lying to cover one's own misdeeds or the misdeeds of others works against the mutual trust that should exist between faculty members and students and is an offense against the school community.
   (Penalty: detention, suspension up to expulsion in serious situations)

8. Hazing, intimidation **or initiations of new students, underclassmen, or students joining clubs or teams is prohibited.**
   (Penalty: suspension, expulsion)

9. Any type of harassment – sexual, racial, ethnic, religious, bullying, or threatening harm to others – directed at a student or group of students is strictly prohibited. In addition, any electronic communication can be viewed as harassment, intimidation, or bullying. (Electronic communication is defined as the communication of any written, verbal, or pictorial information by means of an electronic device, including but not limited to, a telephone, cell phone, or other wireless telecommunication device or computer.)
   (Penalty: detention, suspension, expulsion)

10. Social Networking, such as Facebook, Twitter, etc. provides students with instant nonverbal communication access. The primary responsibility of monitoring appropriate use of this technology rests with the student's parent or guardian. Inappropriate postings (comments, pictures, etc.) on any social networking site are in complete opposition of the overall mission of St. Augustine Prep. The school will become involved if such behavior causes a disruption in the daily life of the school. Individuals directly or indirectly involved in such action may be subject to disciplinary action.
    (Penalty: detention, suspension, expulsion)

11. The use of inappropriate, abusive, or profane language is prohibited on campus or at any school event. It is also unacceptable to engage in demeaning activities at athletic contests, such as insulting the other team, its fans, or the officials. Displaying good sportsmanship at athletic contests is paramount to our mission. As a Catholic-Augustinian school, we strive to be humble in victory and gracious in defeat. Students, parents, faculty, and guests of St. Augustine Prep will be held to a high standard of sportsmanship.
    (Penalty: expulsion from game – future attendance at risk)

12. Reckless driving and/or parking on campus without a current parking permit are prohibited. Students are prohibited from driving on Pancoast Mill Road while going to and from school.
    (Penalty: retraction of parking privileges or driving privileges)

13. Students are prohibited from driving on Pancoast Mill Road while going to and from school.
    (Penalty: retraction of parking privileges or driving privileges)

14. The Catholic Church believes and teaches that Christ is present in the Eucharist. Irreverent behavior during school liturgies is a serious offense.
    (Penalty: detention, suspension up to expulsion)

NOTE | Punishment for each individual violation will be subject to the discretion of the Assistant Dean of Student Leadership and/or the Dean of Student Leadership.

APPENDIX III | COMPUTER USAGE POLICY

Rationale — The school's PC network is similar to the human nervous system. 'Short' it out and all other interconnected systems are rendered useless. The following rules are necessary because of the great dependence all learning and communication systems have on the network. A 'crash' of the school's network, besides being financially expensive, could mean many days of missed classes. The system administrator should approve any procedure a student wishes to perform at a PC which differs from normal class procedure. Normal class procedures are those directed by a student's faculty instructor, which enhance, supplement, and/or embellish the subject under study by the use of information technology.

1. St. Augustine Prep reserves the right to terminate the computer usage or Internet access privileges of any student abusing these principles.

2. Students will be provided a 'username' and 'password' and be trained on proper 'log-in' to the computer network. Any student who does not receive this training as a normal consequence of enrolled classes must see the system administrator or a faculty member to obtain such training. Students may only log-in with their own username and password. A log-in may only be conducted on one computer at a time. Simultaneous log-ins to multiple computers is prohibited without faculty permission to do so. Circumventing proper log-in to the computer network is not allowed. Students are not to use faculty member's classroom computers unless authorized and supervised by a faculty member. If use of a faculty member's PC is authorized the student must use his personal logon account, not the faculty member's logon. Connection of a student owned PC or portable to the school's network is not permitted without the system administrator's approval.

3. Students may not change individual PC configuration, including both hardware and software. Changing hardware or software 'desktop' or 'laptop' configurations is counterproductive to facilitating instruction.

4. Each Student will be provided a private 'folder' on the network. The intention of the folder is for safeguarding one's files required by various classes. A backup copy of these files should also be done to your Google Drive folder in the event that the network crashes. The network has limited space resources. Because of the space limitations as well as potential for 'viruses', students may not install any software in their private folder or on a PC, regardless of whether it is legally licensed 'freeware', 'shareware', or 'commercial' without system administrator's approval. The student's private folder should not exceed 100 GB of files unless authorized by the system administrator.

5. Any computer failure or problem should be reported to a faculty member or system administrator. Please do not try to solve the problem yourself because further damage could be done.

6. Due to the expense associated with printing, students may not access network printers without faculty supervision or authorization. Paper jams in printers MUST be reported and may NOT be cleared by the students. Printers are meant to assist instruction administered at the school. The school cannot assume the printing expense associated with homework requirements. Please print homework at home.

7. Use of the Internet must be compatible with the stated mission, goals, and objectives of St. Augustine Prep School.

8. Internet, intranet, and local network access is provided for educational purposes, not recreation. Participating in 'chat' rooms, accessing social media, accessing violent and/or morally objectionable sites, conducting illegal activity, gambling, hacking, etc. is unacceptable.

9. No activity, local or wide area, can be conducted by students which would preclude free and equal access to information provided by the network to all users.

10. St. Augustine Prep is proud of the contributions made to the community by our students. It is also proud of our students' accomplishments. These contributions and accomplishments may be posted on the school's web site: www.hermits.com. Any student, parent, or guardian that does not wish this type of published recognition should place their objections in writing and forward it to the Head of School.

11. The information accessible on the Internet is contributed by the worldwide community and is international in character. As such, there is no watchdog or policing agency that guards against or monitors the validity, content, or objectionable state of material posted. St. Augustine Prep subscribes to content filtering software, which is automatically updated weekly. It cannot police such a global network to everyone's satisfaction. Each individual user must take responsibility for his activities on the Internet. Parents are advised to counsel their sons on Internet usage policies which may be in addition to the Prep's expectations.

12. It is the responsibility of each user to respect the privacy and sensibilities of other users.

13. Attention to the legal protection provided by copyright and license to programs and data must be respected. You cannot download for personal use 'shareware' or commercial software without proper monetary or other compensation to the developer.

14. Students must have consideration for the integrity of the computing system provided by St. Augustine Prep School. For example, students must not intentionally develop programs that harass other users or infiltrate a computer or computing system, or develop programs that may damage or alter the software components of this or other computing systems.

15. Further examples of unacceptable use include, but are not limited to, the following: Having a VPN installed on any device while on the school's network, Damaging or destroying equipment, software, or data belonging to the Prep or to other users, including adding, altering, or deleting files on PC hard drives or other computer equipment; Unauthorized copying of copyrighted material; Violating software license agreements; Violating computer system or network integrity, including attempts to bypass network security functions, obtain passwords, or alter the configuration of workstations in any way; Harassing others; Using the Internet for any illegal activity; Gambling on the Internet; Wasting finite resources (including printing).

16. In addition, students may not attempt to gain access to unauthorized files, tamper with installed software and files, tamper with hardware, install, remove, or exchange any hardware or software component.

17. It is also unacceptable: To install, copy, or knowingly infect a computer system with a virus program; To delete, rename, move, copy, or change any file or its properties, other than one's own personal files; To access another individual's materials, information, or files without permission; To post anonymous messages.

Technology User Agreement Terms

All technology available for use, including but not limited to school computers, G Suite accounts, Go Guardian, any other school issued software or devices, school website, and networks is property of St. Augustine Prep and I agree to the following terms and conditions of use:

- Chromebooks are for scholastic purposes only when on school property. I will use my Chromebook only in ways that are educationally appropriate while on and off school grounds. I will not install or use any application on my Chromebook that has not been approved by St. Augustine Prep.
- When I am on school property or using school issued technology, I shall at all times only use any technology in a lawful and appropriate manner.
- St. Augustine Prep reserves the right to view and monitor what I do on my Chromebook while on and off school campus for the duration of my education at St. Augustine Prep.
- I will never leave my Chromebook unattended or loan out my Chromebook to other individuals. Chromebooks may be safely stored in your assigned locker.
- I will not provide access to school devices, software, or networks to anyone. I will not use any school technology in connection with any business endeavor, for gambling, or unauthorized e-commerce activities.
- I will not attempt to access unauthorized accounts, files, equipment, data, or systems without express permission. I shall not attempt to bypass, circumvent, reverse engineer, or impair any security feature. I shall alert a faculty member or member of the IT department if I learn of such an occurrence by another.

- I will not create, load, or distribute, personal, unlicensed, inappropriate, explicit, or unlawful software, apps, electronic communications, images, videos, or other content in any form or format on, or to, any technology, unless directly instructed to do so by a faculty member or a member of the IT department.

- I will use my school provided email account for all school communications, and for all communications on any school device or network. I understand that I may not access or install personal email accounts or alternative communications platforms while using school technology. Except for extenuating circumstances, such as an emergency, students and faculty should not text message each other through personal communications.

- I will keep food and beverages at least two feet away from my Chromebook or any technology at the school to prevent accidental damage.

- I will not share my passwords with anyone.

- I will not place decorations, stickers, or otherwise mark my Chromebook with any material that may be deemed offensive by the Leadership Team or my Brotherhood.

- I will not record, film, or photograph anyone without express permission to do so from faculty and staff. If granted permission, I will only use the recording, film, or photograph in accordance with said permission. I will respectfully and responsibly manage and safeguard stored material and I will not share such material publicly or take actions that may allow others to do so without express permission.

- I will not inappropriately or unlawfully download or distribute any proprietary, confidential, trade secrets or copyrighted material or legally protected information, or infringe on the Intellectual Property Rights, trademarks, or business property of others. Ignorance of such transgressions shall not release me from responsibility.

- St. Augustine Prep's network is a shared resource. Use of the network for academic purposes is our priority. Using the network for video game playing, streaming (video, audio, etc.), competes with academic use of network resources. St. Augustine Prep reserves the right to limit network resources and prioritize academic use.

- Cyberbullying is considered an act of harassment and is subject to the same harassment guidelines detailed elsewhere in the St. Augustine Prep's Student Handbook

APPENDIX IV: SOCIAL NETWORKING AND INTERNET SAFETY POLICY

SOCIAL MEDIA POLICY | Social Networking, such as Facebook, Twitter, etc. provides students with instant nonverbal communication access. The primary responsibility of monitoring appropriate use of this technology rests with the student's parent or guardian. Inappropriate postings (comments, pictures, etc.), on any social networking site, are in opposition to the overall mission of St. Augustine Prep. The school will become involved if such behavior causes a disruption in the daily life of the school. Individuals directly or indirectly involved in such action may be subject to disciplinary action including, but not limited to: **detention, suspension, or expulsion**.

The term social media is defined as the use of web based and mobile technologies to facilitate communication and sharing of information or create virtual communities. Some examples of social media include Twitter, Facebook, YouTube, SnapChat, and several more. Social media outlets have become a significant means of communicating with friends, family, classmates, and for that matter, the entire world. The impact of social media has been powerful, incredible, and ubiquitous in recent years. Social media provides exciting new channels for students to share their knowledge, creativity, and ability to connect with others who share their interests. Students must understand however, that they need to follow behavioral standards online as they would in real life. The rules and regulations, which guide the conduct of students on campus, also apply to what one may contribute online.

General Rules and Best Practices for Posting:

- **Be respectful:** Not everyone shares the same beliefs or opinions. Consider the feelings of others.
- **Be accurate:** Make sure you have all the necessary and correct information before you post.
- **Be confidential:** Do not post confidential information about St. Augustine Preparatory School, students, faculty members, staff, or alumni.
- **Be authentic:** Be honest about your identity.
- **Take the high ground:** Do not be the type of individual who is constantly on the attack. Keep your personal dignity as your highest priority.
- **Remember your audience:** Make sure that your post will not harm, alienate, or provoke the public at large.
- **Remember liability:** You are legally liable for what you post on your own site or on the site of others.
- **Think Twice:** Before you post, make sure that what you want to convey is in line with common decency and will be for your benefit or the good of others. Remember that privacy does not exist in the world of social media. College admissions personnel often review the social media sites of students who are applying to their institution.
- **Be a valued contributor:** Too many people use the Internet as a means to debase and harm others. Please use it as a conduit of goodwill and friendship.

Students who use social media outlets or the Internet as a tool to cause angst or harm to others will be liable for disciplinary action. Therefore, you are to treat others, as you would

expect to be treated. We encourage you to use social media outlets in a manner that reflects the ideals of a *Christian Gentleman*.

Avoid the Following - This list is not exhaustive.

1. Posting items of a derogatory, slanderous, defamatory, or hostile nature toward the school, faculty, staff, students, or alumni.
2. Posting items with sexual content or lewdness.
3. Posting threats toward any person or member(s) of the community.
4. Posting items exhibiting or advocating the use of drugs or alcohol.
5. Posting the pictures/caricatures of others without their express consent.
6. Posting the St. Augustine Prep School logos.
7. Posting any copyrighted material without proper acknowledgement.
8. Posting phone numbers, email addresses, or other confidential information of students, faculty, staff, or any other person other than yourself.
9. Posting comments under multiple names or using another person's name.
10. Posting any type of information that may be considered harassment or any criminal offense in the State of New Jersey or other applicable jurisdiction.

Note: St. Augustine Preparatory School uses G Suite for Education, GoGuardian, and other software in compliance with the Children's Online Privacy Protection Act (COPPA) and the Family Education Rights and Privacy Act (FERPA).

Parent Notification of use of Internet Filter and Monitor

St. Augustine Prep is proud of our use of technology, in particular, our continued transition to the use of Chromebooks. To help keep your child safe and to continue to promote the scholarly use of technology we have adopted online content filter and monitoring services provided by GoGuardian. The St. Augustine Prep issued devices and school managed Google Accounts are automatically connected and are installed with GoGuardian. The use of this content filter is a mandatory condition of the School's Technology Acceptable Use Policy, and it is a violation of the Technology Acceptable Use Policy to disable, or attempt to disable, in any manner, the content filter. It may be helpful to know that over 100,000 other schools use GoGuardian to protect 5.5 million students across the world, and the Global Educator Institute has endorsed the GoGuardian Teacher product.

GoGuardian Admin and GoGuardian Teacher services:

- Help protect students against harmful and inappropriate online material
- Help students stay scholarly and more focused when learning online
- Help assess students' progress towards class assignments
- Facilitate communication between teachers and students during class time

GoGuardian's web-based services operate on our school's managed Google Suite for Education Chrome accounts (i.e. when a student is logged into Chrome or a Chromebook with his/her school email address).

As a content filter, GoGuardian blocks inappropriate sites based on keywords, automatically, before they reach devices with the content filter, and provides notice of the visit or attempted visit of sites. Parents are further advised that GoGuardian records all internet activity while students use their school managed Google Accounts, regardless of the student or device's physical location. All Chromebooks are configured through GoGuardian to monitor internet traffic, as well as to provide notification of the visit or attempted visit or viewing of Explicit content sites, or potential Self-harm sites.

Explicit content is generally, but not exclusively, defined as those sites that contain vulgar, obscene, lewd, illegal, or offensive content with no artistic or educational value. School administrators and personnel will be alerted during the school day if a student visits a website that displays explicit content. The school administrator or personnel will determine what action, including disciplinary action, will be taken.

Self-Harm content is defined as those sites that promote or provide information or instruction regarding suicide, self-injurious, or other harmful behaviors. School administrator and personnel will be alerted during the school day if a student visits a website that displays self-harm content. The school administrator or personnel will take appropriate steps to address student safety based on recommended best practices for the prevention of self-harm and student safety.

St. Augustine Prep helps protect your child while on and off campus. St. Augustine Prep enables teachers to use GoGuardian Teach with students in their classes only during school hours from 8:00 a.m. to 2:33 p.m.. St. Augustine Prep selected GoGuardian services to help our students stay safe and to continue to promote the scholarly use of technology. We will work with the students during class time to help teach them digital responsibility and safety. Additionally, we will train teachers about how to operate GoGuardian and about our policies and procedures to help protect student privacy.

When students use their school managed Google accounts and school managed devices, that use shall also be subject to, and in compliance with, the St. Augustine Prep Technology Acceptable Use Policy, Social Media Policy, Student Handbook, and this notice regarding the use of content filter and monitoring software. Please be advised that while GoGuardian is configured to filter and notify about device use at all times, like all tools, it is not perfect. **Parents are advised that it is their responsibility to monitor and oversee their son's use of electronic devices, particularly outside of the school day. The school shall not be responsible for any actions taken by the student outside of the school day.**

The school, through GoGuardian, only monitors and collects internet activity. The School, through GoGuardian, does not collect photos, videos, or audio of students, school personnel, or school activities. The school does not use GoGuardian, or any software, on any device, which would violate the privacy rights of any student or any individual residing with the student. For more detailed information about GoGuardian, you may visit GoGuardian's website, Trust & Privacy Center, GoGuardian's Product Privacy Policy, and the attached COPPA Notice and Disclosure Form.

TECHNOLOGY | ACCIDENTAL DAMAGE PROTECTION POLICY

All students must have a Chromebook purchased through St. Augustine Prep's IT department.

The following Accidental Damage Protection Policy ("ADP") shall apply to the devices listed above:

- Parents or guardians of each student assume full financial responsibility for any lost or stolen Chromebook or Chromebook accessory that has been assigned to their son. The student will notify the school immediately in the event of theft, vandalism, or any other damage to the device or accessories. Lost or stolen Chromebooks and accessories are not included in the ADP.
- The ADP policy covers one incident per year for a total of three-years. ADP coverage includes, but is not limited to, cracked screens, missing keys or issues relating to the keyboard or the included stylus, damage to the body of the unit, and other damage. If a claim exceeds the one incident per year, is outside of the three-year coverage, or is not covered or part of the ADP policy, an email will be sent to the parent or guardian explaining the issue and any repair cost before work is done. A reply to the email from the parent or guardian, expressly accepting the terms of the repair, is needed before any work will be done.

Parent and Student understand that all technology available for use with the Chromebook, including but not limited to school computers, G Suite accounts, GoGuardian, any other school issued software or devices, school website, and networks are the property of St. Augustine Prep and agree to the following terms and conditions of use.

INTERNET SAFETY POLICY | It is the policy of St. Augustine Preparatory School to: (a) prevent user access over its computer network to receive or transmit inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

1. **Definitions** - Key terms are as defined in the Children's Internet Protection Act.

2. **Access to Inappropriate Material** - To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications and access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

   Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

3. **Inappropriate Network Usage** - To the extent practical, steps shall be taken to promote the safety and security of users of the St. Augustine Preparatory School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking' and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

4. **Education, Supervision, and Monitoring** - It shall be the responsibility of all members of the St. Augustine Preparatory School staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act.

   Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Information Technology or designated representatives. The Dean of Academics or designated representatives will provide age-appropriate training for students who use the St. Augustine Preparatory School Internet facilities. The training provided will be designed to promote the Prep's commitment to:

   a. The standards and acceptable use of Internet services as set forth in the Prep's Internet Safety Policy;

b. Student safety with regard to:
  i. Safety on the Internet;
  ii. Appropriate behavior while using online, social networking websites, and chat rooms; and
  iii. Cyberbullying awareness and response.

c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Following receipt of this training, the student will acknowledge that he received the training, understood it, and will follow the provisions of the School's acceptable use policies.

This Internet Safety policy was adopted by the Board of Directors of Saint Augustine Preparatory on September 20, 2011.

5. **CIPA definitions of terms**:
   a. **MINOR**. The term "minor" means any individual who has not attained the age of 17 years.
   b. **TECHNOLOGY PROTECTION MEASURE.** The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:
   c. **OBSCENE**, as that term is defined in section 1460 of title 18, United States Code;
   d. **CHILD PORNOGRAPHY**, as that term is defined in section 2256 of title 18, United States Code
   e. **HARMFUL TO MINORS.** The term means any picture, image, graphic image file, or other visual depiction that:
      i. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
      ii. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
      iii. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
   f. **SEXUAL ACT; SEXUAL CONTACT.** The terms "sexual act" and "sexual contact" have the meanings given such terms in section 2246 of title 18, United States Code.

Alma Mater

In Richland's proud and peaceful glen
Where friends and joy abound.
Stands Alma Mater, home of men,
A treasure nobly found.
Wherever we may chance to be
Nearby or far from you.
We will not fail eternally
To sing your praises true.

REFRAIN

O St. Augustine's mighty power
Of our triumphant youth
Watch over us each hour
With eyes of love and truth.
And when our days with you are done.
Still guide each grateful son.

—George F. Walsh, Sr.

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