

ST. AUGUSTINE PREPARATORY SCHOOL
STUDENT HANDBOOK

ST. AUGUSTINE
PREPARATORY SCHOOL



Dear Parents and Students,

Centuries ago, Augustine defined peace as “tranquilitas ordinis” or the tranquility of order. As a Catholic school, our desire is to create a peaceful and orderly environment where our students can pursue their main objective of integral growth (intellectual, emotional, moral, spiritual). For this purpose, we have defined, in this handbook, the values, rules, and procedures that are to be followed at St. Augustine Preparatory School.

As a school, we recognize that unforeseen incidents and circumstances might arise during each school year. Therefore, this handbook is not meant to be an exhaustive document. Instead, it is an expression of the general values, behavior expectations, and procedures that will guide our functioning as a school community.

In defining these rules and disciplinary policies, we have two main objectives:

1. To present standards of behavior that will inspire our students to practice human and Christian virtues.
2. To create certain limits that will allow our students to express their individuality and personal freedom without disrupting the rights of others to a safe, orderly, and productive learning environment.

At St. Augustine, we understand that true discipline is much more than simply following the rules. Catholic educational philosophy teaches us that all disciplinary measures must have as their ultimate goal the formation and transformation of our students’ character, or, better said in religious terms, their conversion.

I invite each one of you to read this handbook thoroughly and discuss it with your children. We consider the registration of a student at St. Augustine Preparatory School as the expressed agreement on the part of the student and the student’s parents to observe the rules, policies, and procedures found in this handbook.

Finally, I humbly ask for your prayers so that God may grant all of us who work at our school the wisdom to apply the contents of this handbook in a manner that will benefit all the members of our school community.

Sincerely,

José Oyanguren
Headmaster

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ST. AUGUSTINE PREPARATORY SCHOOL PLEDGE

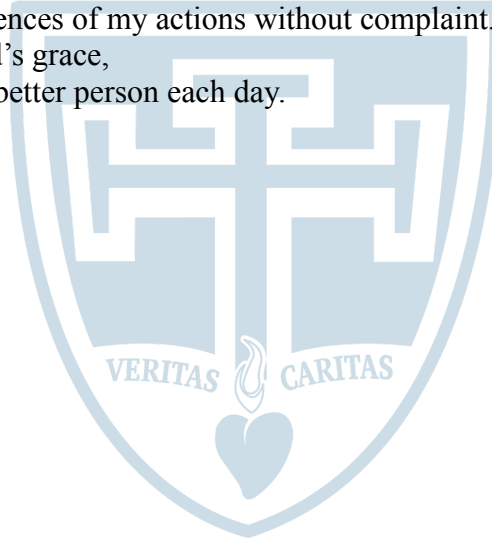
I understand that God's plan for me
as a student at St. Augustine Preparatory School
is to educate my mind and heart so that
I may think with clarity, act with integrity, and love with generosity.

As a member of my school community, I promise my teachers and classmates

that in my thoughts, words, and actions
I will follow the Golden Rule of Our Lord Jesus Christ,
and treat others as I want to be treated.

I will be respectful, kind, and caring to those around me.
I will do my best to make my school a place where everyone feels
accepted, appreciated, and loved.
I will do my work with honesty, responsibility, and diligence.

If I fail to live up to these values,
I will accept the consequences of my actions without complaint.
And with the help of God's grace,
I will strive to become a better person each day.



MORNING PRAYER

God, our Father, at the beginning of this day,
We praise you and thank you
For the wonders of your creation.

We ask you to bless us in our learning
And our playing together.

Let everything we do be for your greater glory
And the greater good of our brothers and sisters.

Teach us today and always to love truth
And to love truly.

We ask this in the name of Jesus,
Your Son and our true Teacher.
Amen.

St. Augustine, pray for us.
St. Monica, pray for us.

DISMISSAL PRAYER

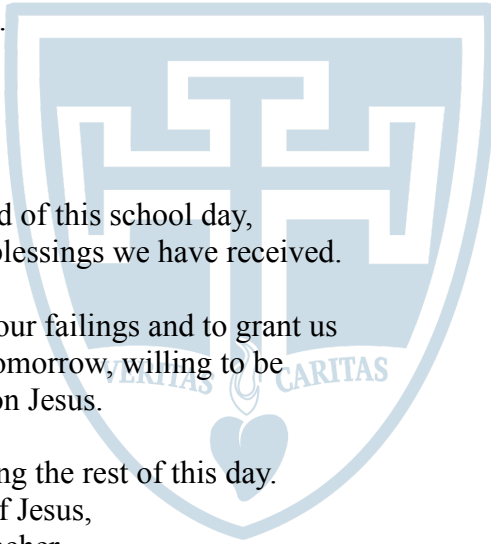
God, our Father, at the end of this school day,
We thank you for all the blessings we have received.

We ask you to forgive us our failings and to grant us
The grace to come back tomorrow, willing to be
Better disciples of your son Jesus.

Guide and protect us during the rest of this day.
We ask this in the name of Jesus,
Your Son and our true Teacher.
Amen.

St. Augustine, pray for us.
St. Monica, pray for us.

ST. AUGUSTINE
PREPARATORY SCHOOL



I. GENERAL INFORMATION

St. Augustine Preparatory School is a private, Catholic, co-educational, college preparatory school with English as the primary language of instruction.

SCHOOL MISSION

Guided by the Gospel and inspired by the life and thought of St. Augustine of Hippo, our mission as an educational community is to seek together through faith and reason knowledge of ourselves, of the world, and of God. We strive to engage our students in this mission by providing them with a challenging and well-integrated educational program that fosters their physical, intellectual, moral, and spiritual development as they prepare for further academic pursuits and their future lives. The ideal St. Augustine graduate is a young person who thinks with clarity, acts with integrity, and loves with generosity.

SCHOOL PHILOSOPHY

The restless love of truth, central in the life of St. Augustine, is the foundation of our Augustinian education. We want our students to be intellectually curious, rigorous, and independent thinkers, unsatisfied with easy answers and willing to search continuously for a deeper understanding of themselves and the world. We provide our students with a rich, challenging, and structured curriculum that will prepare them for future university studies, and more importantly, set them on the path for a life-long pursuit of truth, understanding, and wisdom in their lives.

As a Catholic school, we understand our mission is to educate the whole person, taking into consideration all the aspects of a student's being: body, mind, heart, and spirit. We believe students must be both challenged and supported to achieve the highest standards of excellence in all their endeavors. Therefore, we offer our students a variety of opportunities to develop all their God-given talents through participation in sports, the arts, community service, and spiritual formation activities.

Likewise, the formation of our students' character is integral to our mission. Besides challenging our students to live according to universal human values such as honesty, respect, and responsibility, we also invite them to listen to the call of the Gospel of Jesus and to let God's grace transform their lives so that, beyond living a good human life, they may also aspire to lead a truly holy life.

DEFINITION OF LEARNING AT ST. AUGUSTINE PREPARATORY SCHOOL

Learning at St. Augustine Preparatory School is an ongoing process through which we develop knowledge, skills, and dispositions to better understand ourselves and the world. Our learning process consists of acquisition, connection, and demonstration and takes place within an environment of constant motivation and reflection. High-quality learning empowers us to contribute to the common Good and thereby lead a meaningful life.

SCHOOL BELIEFS

We believe:

- Parents are the primary educators of their children. As professional educators, we simply assist parents in this God-given responsibility.
- In a well-structured academic curriculum that is rich in content, which challenges students to acquire breadth as well as depth of knowledge of both themselves as human beings and of the world in which they live.
- In educating the student as a whole person, made up of body, mind, and spirit.
- Students should be challenged to achieve a synthesis between reason and faith and faith and life as they go through the different stages of their education.
- A peaceful and orderly school environment is necessary for students to concentrate on their main objectives of intellectual, moral, and spiritual growth.
- In character formation that encourages students to practice human and Christian virtues.
- In promoting in our students, a spirit of service to the communities to which they belong: family, school, Church, society, world.
- In promoting in our Nicaraguan students a love for our country and a desire to work for its development.
- In fostering an international spirit in our students based on Catholic Social Doctrine, which sees the world as a family of nations that must work together for the common good.
- In teaching our students to understand our environment as God's creation, which demands from us a commitment to a moral and ethical stewardship of all natural resources.

CHARACTERISTICS OF AN AUGUSTINIAN EDUCATION

Knowledge of the inner self (Interiority): According to St. Augustine, the search for truth/meaning/wisdom must begin in a person's inner being: "Do not wander far and wide but return into yourself. Deep within the person there dwells the truth." ("Noli foras ire, in te ipsum redi. In interiore homine habitat veritas.")

An Augustinian student should have a sense of identity and be in touch with that inner life which makes one capable of introspection, reflection, self-criticism, and independent thinking.

A restless search for Truth: St. Augustine understood that the search for truth is a lifelong pursuit. He believed that one must “search in ways to make discoveries and discover in ways to keep on searching”. As we look inside ourselves, we begin to discover that we are a mystery to ourselves (“magna quaestio”), a mystery whose real meaning can be found only in God. “Lord, You have made us for Yourself, and our heart is restless until it rests in You”.

An Augustinian student, therefore, must be intellectually curious (“restless”) and desire to grow constantly in knowledge, understanding, and wisdom. The Augustinian student will not be satisfied with easy and superficial answers. Each will strive to think deeply and independently about the great questions of life, which for St. Augustine were all summed up in a desire to know God and one’s soul (“Deum et animam scire cupio”).

A Sense of Community (Learning with others and for others): St. Augustine was deeply aware of the social/communal aspect of human beings. The search for truth and the journey of faith were for him both a personal as well as a communal experience: “In the school of the Master-Jesus, we are all fellow students.”

An Augustinian education teaches students to value dialogue and teamwork as necessary elements of the learning process; it teaches students to be tolerant of other people’s ideas and beliefs while at the same time encourages them to express their ideas and beliefs clearly and rationally.

Beyond establishing the importance of communal learning, an Augustinian education fosters in students a desire to contribute to the greater good and to serve the communities to which they belong, i.e., family, school, Church, society, and world. It instills in students principles of Christian solidarity that move them to look beyond their self-interests and consider the wellbeing of their fellow human beings.

SCHOOL’S RELIGIOUS IDENTITY

St. Augustine is a Catholic school committed to the Gospel of Jesus Christ and the teachings of the Catholic Church. Religion classes and participation in religious activities such as masses, retreats, and others are mandatory for all students.

The school has chosen the great thinker and Doctor of the Church, St. Augustine of Hippo (354-430 AD), as its inspiration and patron saint for two reasons:

- His life as both a thinker and a saint serves as a model for us to follow as we seek to bring together reason and faith in our educational experience.

- His transformation from sinner to saint is a wonderful and inspiring testimony of the power of God's grace and a reminder of our call to conversion and holiness.

ACCREDITATION AND MEMBERSHIPS

St. Augustine is accredited by the Nicaraguan Ministry of Education and the New England Association of Schools and Colleges (NEASC).

We are members of:

- AASCA, the Association of American Schools in Central America
- The Tri-Association of American Schools in Mexico, Central America, Colombia, and the Caribbean
- AAIE, the Association for the Advancement of International Education
- NAESP, the National Association of Elementary School Principals
- NASSP, the National Association of Secondary School Principals

ADMISSIONS

All admissions decisions are made with these general criteria in mind:

- A non-discrimination policy regarding applicants, regardless of race, color, sex, religion, national or ethnic background.
- The applicant's potential to benefit from the education offered at St. Augustine.
- The school's capacity to serve the educational needs of the applicant.

Admissions requirements include:

- A completed application form with all the required records: birth certificate, baptismal certificate (when applicable), health record (complete vaccination record is mandatory), and two passport-size photos.
- A review of the applicant's grades from two previous academic years. For students applying to secondary school grades (6-12), all previous grades from secondary school must be presented. Letters of good conduct are also required.
- For PK-4 to 2nd grade applicants: a hearing and eye examination.

- For applicants to elementary grades, an academic evaluation is done by the appropriate teacher. This may include both an oral and written evaluation. Depending on the grade, students may also be asked to take a MAP test or a WIDA (World Class Instructional Design and Assessment) test. Secondary school applicants are also interviewed by the secondary school principal and/or headmaster.
- If the student is transferring from another Nicaraguan school, he/she must present the transfer form from the previous school.
- Letter of financial good standing from previous school.

As a Catholic school, St. Augustine requires all its students to take religion classes during all their years at school. Students are also required to participate in all school activities, such as masses and retreats. Students with other religious affiliations or with no religious affiliation are admitted under the same requirements.

SCHOOL-HOME COMMUNICATION

St. Augustine is committed to providing parents with general school information through a variety of media. The most used channel of communication is email. We ask parents to always be mindful of all communication sent by the school. The school calendar and Student-Parent Handbook can be found on the website www.csa.edu.ni. Information about emergency school closings is communicated via email.

PARENT'S ASSOCIATION

Parents are encouraged to be actively involved in St. Augustine's Parents' Association (APF). Every year, parents may participate in the election of officers of this Association which coordinates different types of activities that enhance our school life.

II. ACADEMICS

ENGLISH AS THE PRIMARY LANGUAGE OF INSTRUCTION

English is the primary language of instruction. All courses are taught in English except for Spanish, Religion, Physical Education, Music and other elective courses. Students are required to speak English in the classroom.

ENGLISH LANGUAGE LEARNERS (ELL)

Our school uses the WIDA Test (World Class Instructional and Design Assessment) to assess students' English proficiency and to monitor the progress of our English language learners. The WIDA test is administered periodically to determine the student's progress and eventual integration into his or her standard English classes.

CORE KNOWLEDGE SEQUENCE

Our Preschool, Elementary and middle school curricula are based on The Core Knowledge Sequence, a curricular guide designed by The Core Knowledge Foundation.

The Core Knowledge Sequence is grounded on the belief that knowledge is sequential. It is necessary, therefore, to ensure that the student is well prepared from the earliest stages of his or her education. The main purpose of the Core Knowledge Sequence is to provide parents, teachers, and students with a specific and sequential guide of the learning objectives for students in each grade.

The Core Knowledge Sequence is a curricular guide that emphasizes content, i.e., the concrete body of knowledge that the student is expected to master. The Core Knowledge Sequence does not impose any teaching method. At St. Augustine Preparatory School, teachers will employ a variety of teaching methodologies and strategies, as well as a variety of assessment tools, to ensure the most efficient transmission of the content laid out in the Sequence.

BACHILLERATO AND HIGH SCHOOL DIPLOMAS

The school's expectation is for all students to pursue a dual program of the Nicaraguan Bachillerato and US high school diplomas. In some special circumstances, an exception may be made that allows a student to fulfill only the school's high school diploma requirements.

SECONDARY SCHOOL PROGRAM

Our secondary school is divided into our middle school grades, 6th, 7th, and 8th, and our high school grades: 9th-12th. Our middle school grades follow the Core Knowledge Sequence. Our high school program is structured as a college preparatory curriculum: 4 credits in English, 4 credits in math, 4 credits in Spanish, 4.5 credits in social studies, 3

credits in science, 2 credits in Religion, 1.5 credits in Physical Education, .5 credits in Philosophy and 4 credits in electives such as modern languages, art and technology.

Graduation requirements: students must carry a full course load and complete all required core subject courses, unless given permission due to special circumstances. Students must pass all their courses and accumulate the necessary credits to graduate.

Other Graduation Requirements:

Community Service: Students are expected to do 25 hours of community service each year of high school. Service hours cannot be transferred from one year to another. Students must present reliable evidence of these service hours to the Student Life Coordinator, who will keep a yearly record of these service hours.

HONOR PROGRAMS/CLASSES AND ADVANCED PLACEMENT (AP) COURSES

Students who have demonstrated high academic achievement may enroll in available honors math courses and Advanced Placement courses. The requirements for admission into honors classes will include: a teacher recommendation and the most recent PSAT results. For AP classes, the requirement is the successful completion of the summer assignment. Grades in Honors classes and AP courses will be weighted. An additional 0.5 point will be given in Honors courses, and a 1.00 point will be given to AP courses.

Students enrolled in AP courses are expected to take the AP exams in May and to pay for those exams in October. If a student fails to take the AP exam, the AP label is removed from the transcript, and the GPA weight is recalculated.

ACADEMIC CALENDAR

The school year consists of a minimum of 180 teaching days from the beginning of August to the beginning of June. The year is divided into two semesters and four quarters.

CLASS SCHEDULE

PK-3	7:30/8:00 am - 12:00 pm
PK-4	7:30 am - 12:00 pm
Elementary (K-5th grade)	7:30 am - 2:00 pm
Secondary (6th-12th grade)	7:30 am - 2:20 pm

GRADING SYSTEM

In PK-3, PK-4, and Kindergarten, student progress is reported in the following way:

A-Applying
D- Developing
E- Emerging
NA- Not assessed

Elementary grades from 1st to 5th receive a combination of letter and number grades, following this table:

Letter Grade	Number Grade
A	90-100
B	80-89
C	70-79
D	60-69
F	59 and below

Middle school and high school grades are calculated according to this table:

Letter Grade	Percent Grade	GPA Equivalent
A+	97-100	4.33
A	93-96	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0

Besides the academic grade, students receive a conduct grade in their report cards: G (Good), S (Satisfactory), NI (Needs Improvement), and U (Unsatisfactory). These grades are used to give feedback to the student and his/her parents regarding behavior and character formation goals that the school has set for students.

ACADEMIC ASSISTANCE: TEACHER OFFICE HOURS

Elementary and secondary school teachers offer office hours to assist students who require academic help.

REPORT CARDS AND PROGRESS REPORTS

Report Cards are issued at the end of each quarter. To let parents know how their children are progressing in their schoolwork, midway through each quarter, a Progress Report is issued for students from kindergarten to 12th grade.

Report cards and/or transcripts or any other school-related documents are not issued to parents who have outstanding fees with the school. Students who have pending items with the school library will not receive report cards as well.

Official transcripts for 12th grade students applying to universities will not be sent unless all financial obligations with the school are up to date.

ONLINE GRADES (FACTS)

Through the school's online management system (FACTS), parents and students have online access to information regarding grades, assignments, teachers' lesson plans, behavior reports, and general information about school activities. Access to FACTS may be restricted a couple of days before handing out report cards at school.

ACADEMIC HONORS AND OTHER AWARDS

Headmaster's Award: This award recognizes integral excellence and considers academic and character/discipline parameters. At the end of each quarter, students from grades 4-12 may be eligible for this award. Elementary school students must have all A's in their quarterly report card and conduct grades of G. Secondary school students must have all A's and conduct grades of G.

Honor Roll: This award recognizes academic achievement solely. At the end of each quarter, students from grades 4-12 may be eligible for this award. Students in elementary must have A's and a maximum of two B's on their quarterly report card. Secondary school students must have A's and a maximum of two B's (83-86).

President's Education Awards: in fifth, eighth, and twelfth grades, two types of awards are given, the Academic Excellence Award and the Academic Achievement Award, following the selection criteria of the President's Awards Program.

Valedictorian Award: This recognition is given to the graduating senior with the highest GPA.

Salutatorian Award: This recognition is given to the graduating senior with the second-highest GPA.

Note: Only students who have attended St. Augustine Preparatory School all their high school years (9-12) are considered for Valedictorian and Salutatorian.

Parents Association Award: This award is given to the graduating senior who best represents the school's mission of “thinking with clarity, acting with integrity, and loving with generosity.” High school faculty nominate candidates whom they think fit the profile and the school management team makes the final decision.

Call to Service Award: This award is selected by the school headmaster in consultation with the secondary school principal and the student life coordinator. This award is given to the graduating senior who has demonstrated an outstanding spirit of service in and out of our school community.

END OF THE YEAR PROMOTION AND RETENTION POLICY

Promotion in all grades depends on the student’s satisfactory completion of the required curriculum.

Failing grades (F) in three or more subjects will result in the student failing the year. When a student fails the year, a process to evaluate the school’s capacity to serve this student’s needs is carried out. If it is decided that the student may remain at St. Augustine, the student will repeat the year and be placed on academic probation.

END OF THE YEAR REMEDIAL WORK AND MAKE-UP WORK

Failing grades for a maximum of two courses will require make-up work. The student may be required to take courses available locally or to study for a make-up test. Promotion to the next grade level for a student will depend on the completion of the make-up work to the school’s satisfaction and passing the make-up exam. Following the guidelines of the Nicaraguan Ministry of Education, the grade reported for the class will be the minimum passing grade (60). The student who is promoted by way of make-up work may be placed on academic probation for the following year.

Students with final grades in the D range in core academic subjects may be required to do remedial work over the summer to be better prepared for the next academic year. This also applies to students with 18 or more absences during the year.

ACADEMIC PROBATION

When a student receives two D’s (grades below 70) or lower in a quarter grading period, the student may be placed on Academic Probation. To be placed on academic probation means that a process is initiated to determine if the student should continue enrollment in the school. Concrete academic goals are set for the student in terms of the desired grades which must be obtained to lift the Academic Probation i.e., no grades lower than a C (70). Depending on when in the school year the student is placed on Probation, the school will decide how much time it can give that student to meet the new academic goals. At the end of this period, based on the student’s performance, the school will decide if the student continues Probation, is taken off Probation, or is denied enrollment.

SENIOR GRADUATION CEREMONY REQUIREMENTS

Participation in the graduation ceremony is a privilege, not a right. To participate in the graduation ceremony, a student must pass all classes. If a student fails one of their senior classes, the student will be allowed to take a make-up test that covers the content of the course in the days prior to the ceremony. If the student passes this test, he or she will be allowed to participate in the ceremony.

If a student fails more than one class or fails the make-up test before the ceremony, the student will not be allowed to participate in the ceremony. He or she will have to complete his or her graduation requirements over the summer. Their diploma will be granted when all graduation requirements are fulfilled.

Special circumstances, such as illness or other traumatic events, may be considered when enforcing this policy.

Serious disciplinary incidents may lead the school to deny seniors the privilege of participating in its commencement ceremony.

CO-CURRICULAR AND EXTRACURRICULAR PROGRAM

The school provides a variety of co-curricular and extra-curricular activities that include sports, music, drama, dance, academic enrichment, and community service. All these activities help in carrying out St. Augustine's mission to offer a well-integrated educational experience. Through these activities, students have an opportunity to develop their special talents, learn about teamwork, and develop a sense of civic responsibility and Christian solidarity.

Student clubs must be approved by the Principal/Headmaster, the Student Life Coordinator, and have a faculty mentor. Students who are on academic or behavior probation may lose their right to participate in extracurricular activities.

EXTRACURRICULAR ACTIVITIES AND ABSENCES FROM SCHOOL

In activities that require absences from school, only students who are in good standing academically and behaviorally will be allowed to participate. A failing grade or three or more D's in the previous grading report will disqualify a student from participating in these activities.

With regards to conduct, a student with three NI in conduct or one U in the previous grading period or with a serious disciplinary incident, will be unable to participate. A combination of poor academic grades and conduct grades that adds up to three negative grades (i.e., two D's and one NI, or two NIs and one D) will also disqualify a student from participating.

A student who is on academic and/or behavior probation may not participate in these extracurricular activities.

To be eligible to participate, the student's parents may not have any financial matters pending with the school administration.

A student who satisfies these requirements and is placed on the participation list must maintain these participation standards all the way to the date of the activity. If a student fails to maintain the participation requirements, he/she may be removed from the activity; the school will not be responsible for costs that may have been incurred for the activity.

Excessive absences and tardies may also disqualify a student from participating in activities that require being absent from school. By excessive absences and tardies, the school means 9 or more during the semester.

In extracurricular activities that require travelling, participating students must sign and comply with the school's discipline code for that activity. In addition to this, what is stipulated in this handbook is applicable to students while they are travelling to represent the school.

EXTRACURRICULAR SPORTS PROGRAM

As part of our mission to educate the whole person (body, mind, heart, and spirit) our school offers a variety of opportunities for our students to practice sports. We participate as a school in different sports tournaments, as well as organizing our own sports events.

In some cases, the school may suspend the student's participation in these tournaments for academic or behavioral reasons.

Students who are on academic and/or behavior probation cannot participate in competitive games or tournaments of our school's sports program.

ATHLETIC DISCIPLINE CODE

Representing the school as a member of our sports teams is a privilege that must be earned and respected by our athletes.

If any team member has committed any serious act of misconduct, temporary or permanent suspension from the team may result.

All members of our sports team must comply with the rules and procedures laid out in the Athletic Discipline Code.

Student athletes who travel to represent the school in tournaments must sign and comply with the school's discipline code for that activity. In addition to this, all the rules and

guidelines stipulated in this handbook are still applicable to students while traveling to represent the school.

ST. AUGUSTINE PREPARATORY SCHOOL



III. DISCIPLINE RULES AND POLICIES

TARDINESS

The main gate will close at 7:30 a.m.

In Elementary School: for grades 2-5, students who accumulate 4 tardies will be given a Friday detention. Every four tardies, the student will receive a Friday detention. Excessive tardiness may disqualify a student from participating in our after-school sports program. The school considers excessive tardiness as 9 or more tardies in the semester.

In Secondary School: four tardies will result in a Friday detention. Three Friday detentions will result in an in-school suspension. Excessive tardiness will affect the student's conduct grade for the class where they have been late. Excessive tardiness may also disqualify a student from participating in after-school activities such as sports, clubs, and activities that require being absent from school. The school considers excessive tardiness as 9 or more tardies in a semester.

ATTENDANCE

The most basic responsibility of a student is to attend class. Students and parents must take this responsibility seriously. Parents must teach respect for the school calendar and schedule by abstaining, whenever possible, from scheduling activities that will disrupt a student's schoolwork, such as medical, dental appointments, holiday trips, etc.

For anticipated absences, parents must write explaining the reason for the absence.

There are two kinds of absences from school, excused or unexcused. Students with excused absences will be allowed to make up work. Students with unexcused absences will be allowed to make up work with the penalty of the Late Work Policy (10 points off per day late up to a maximum of 4 days).

Parents must email to inform the school of a student's absence. Once the area principal has received the excuse, the student will be notified if he/she has the right to make up missed work, and with the assistance of the area counselor, will receive a schedule for make-up work. If the student fails to comply with the new deadline, no credit for that assignment will be granted.

While a parent can communicate an explanation for a student's absence, it is not automatically considered a justification for the absence.

A doctor's note is required in cases of prolonged absences, i.e., longer than three days, or for absences during a test/presentation/project/evaluation of any type.

ABSENCES

Eighteen absences are equivalent to 10% of the academic year, and even when justified, may endanger a student's promotion to the next grade or receiving credit for a particular class.

If a student accumulates eighteen absences or more at the end of the school year or nine absences during a semester class, he/she may be given additional reinforcement work in areas where he/she may need. This will be decided by the area principal.

Excessive absences may also disqualify a student from participating in extra-curricular activities (e.g., sports tournaments).

EARLY DISMISSAL

Early dismissal impacts the student's learning negatively, and excessive early dismissal will be considered a disciplinary issue (leaving early 9 or more times during the semester).

If a student needs to leave school before the regular dismissal time, an email is required from the student's parents. The student will be sent to the main office during the period break nearest to the time of dismissal requested. The student must get a dismissal slip signed at the main desk to be allowed out of campus. This applies even when the student is leaving with his/her parents.

At the secondary school level, attendance is taken in each class; therefore, excessive absences due to early dismissals will also be considered a disciplinary issue. A proper excuse must be presented to make up work missed due to an early dismissal.

If a test or a graded assessment is missed due to an early dismissal, the principal will determine if the student has a valid excuse to make up the missed assessment.

POLICY FOR MAKING UP MISSED ASSIGNMENTS

Those students who are allowed to make up work must arrange with the teacher in question and/or principal for a deadline to turn in work or to take any pending exam. If the student fails to meet the new make-up deadline, then that student loses the right to make up that assignment or test.

UNIFORM DRESS CODE

The purpose of a uniform dress code is to ensure that an appropriate learning environment is created for our students. The school uniform is as follows:

PRESCHOOL

For PK-3:

Boys	Girls
P.E. uniform (shorts and shirt) Sports shoes with white socks	P.E. uniform (shorts and shirt) Sports shoes with white socks

For PK-4 and Kindergarten:

Boys	Girls
White Oxford shirt with school emblem on left pocket Gray shorts Black leather shoes with white socks	White Oxford shirt with school emblem on left pocket Gray skort Black leather shoes with white socks

OTHER GRADES

Elementary (1st-5th grade):

Boys	Girls
White Oxford shirt with school emblem on left pocket Straight-cut, dark blue uniform trousers Black leather belt Black leather shoes with white or black socks	White Oxford shirt with school emblem on left pocket Dark blue uniform skirts or trousers Black leather shoes with white or black socks (No ankle socks)

Secondary (6th-12th grade):

Boys	Girls
White polo shirt with school emblem on left pocket Straight-cut, dark blue uniform trousers Black leather belt Black leather shoes with white or black socks	White polo shirt with school emblem on left pocket Dark blue uniform skirts or trousers Black leather shoes with white or black socks (No ankle socks)

All these items must be in good condition and must be worn in their proper size and style. Shirts, pants, shorts, and skirts cannot be too short, too tight, or low-riding. Only white undershirts may be worn by boys.

Students may wear the school cap during PE, recess, and lunch.

Only school sweaters/hoodies are allowed.

P.E. UNIFORMS

The P.E. uniform for boys and girls is as follows: school P.E. shorts; school P.E. T-shirt, and appropriate sports shoes with white socks.

Students may come to class wearing this uniform on the day they have P.E. class. Students must wear the full P.E. uniform. The P.E. uniform must be of the appropriate size and fit and be in good condition.

RULES CONCERNING PERSONAL GROOMING

Both boys and girls must have traditional hairstyles. No extravagant hairstyles are allowed, no hair dyeing in unnatural colors.

Boys must have short hair and be clean-shaven.

Girls are not allowed to wear makeup. They may wear nail polish of neutral tones, but not bright or dark colors. No jewelry is accepted other than a watch, a chain, and simple, small earrings for girls.

Given the constant changes in fashion, the school reserves the right to forbid any type of fashion or style that will go against the serious, academic environment we wish to maintain for our students.

Those students who fail to wear their uniform correctly or fail to follow the personal grooming rules will be sanctioned according to the disciplinary system explained in this handbook.

The principal will inform the student and parents when a student is not in compliance with a particular rule in our uniform/grooming policy, and the student will have a week to comply.

MINOR MISCONDUCT

- Tardiness
- Improper uniform and/or personal grooming
- Disrupting class; breaking classroom rules
- Eating or drinking in class or other restricted areas such as the library, the chapel, or school offices

- Littering
- Negligent in care for personal belongings or school property

These actions will be considered “serious misconduct” after three incidents.

SERIOUS MISCONDUCT

- Academic dishonesty: all students found guilty of such actions as cheating on tests, homework assignments, and projects, and those involved in plagiarism, including the use of AI, will be sanctioned. Students who facilitate cheating/plagiarism will be sanctioned in the same manner.
- Disrespect: disrespectful words, attitudes, or actions to a teacher or staff member (this applies to incidents in cyberspace as well). Failure to obey a teacher or any school staff member.
- Disrespectful attitudes or actions toward another student, i.e., nicknames, teasing (this applies to incidents in cyberspace as well).
- Physical violence of any type, e.g., fist fights, pushing and shoving. Physical violence, even when in self-defense, will be sanctioned.
- Bullying: intentional, repeated aggressive behavior involving an imbalance of power, where a student is exposed to negative actions over time by one or more individuals (Dan Olweus, Bullying at School). This includes but is not limited to:
 - Physical bullying: hitting, pushing, or any form of physical harm.
 - Verbal bullying: name-calling, threats, or insults.
 - Social bullying: exclusion, spreading rumors, or damaging someone’s social relationships
 - Cyberbullying: using digital platforms to intimidate, harass, or embarrass others.
- Lying; falsifying any type of information in oral or written form (forgery). Lying to cover up for oneself or others.
- Skipping class; lying to get out of a class; when a student is not in class, it must be proven that another school official knew of the whereabouts of that student, or such an absence from class will be considered skipping.
- Sexual harassment: unwelcome sexual advances, requests for sexual favors, and other verbal or physical actions/conduct of a sexual nature. The school has a Child Protection Policy where this matter is treated at greater length.

- Stealing: the actual taking or attempting to take anyone else's property, even if it is done as a prank.
- Vandalism: partial or total damage done to another's property, including the school's (textbooks, library books, sports equipment, furniture, lab equipment, lockers, etc.). Besides normal disciplinary actions, the student who engages in vandalism will have to pay for the damage.
- Bringing forbidden items to school. Strictly forbidden items are: weapons of any kind (including toy weapons), any item that could be used to harm others or school property (e.g. matches, lighters, fireworks, knives, sharp objects, box cutters), cigarettes (including e cigarettes) or any form of tobacco, drugs of any kind (illegal and prescription), alcoholic beverages, pornographic materials, printed material that offends the common values of the school.
- Consuming alcohol or other illegal substances on the school campus. Smoking or vaping on the school campus. Coming to school under the influence of alcohol or drugs.
- Disrespectful attitudes or actions during Mass or any other religious activity.
- Disrespectful attitudes or actions towards the national symbols.
- Disrespectful attitudes or actions towards the school symbols.

ACADEMIC DISHONESTY

If a student is found guilty of cheating, the following measures will be taken.

First offense: The student will receive a 0 for the assignment/test/project/homework in question. Parents will be notified of the incident. If the student is a member of the National Honor Society, the principal will inform the National Honor Society mentor of the incident.

Second offense: The student will receive a 0 for the assignment/test/project/homework in question. The student will receive in-school detention. There will be a conference with the student's parents.

Third offense: The student will receive a 0 for the assignment/test/project/homework in question. The student will be placed on Behavior Probation. Parents will be notified.

ALCOHOL AND DRUG POLICY

(The text in bold comes from a policy formulated by The Association for the Advancement of International Education--AAIE).

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises, or off school premises during school-sponsored or school-related functions or events:

Any controlled substance or dangerous drug as defined by Nicaraguan or international law, including but not limited to marihuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.

Any pharmaceutical without the knowledge and permission of the parents. Any abusive use of glue, aerosols, or any type of other chemical substance for inhalation; Any intoxicant, or mood-changing, mind-altering, or behavior-altering drugs; any alcohol or alcoholic beverage.

The possession, use, or transmittal of paraphernalia related to these prohibited substances is also prohibited, as well as the sale or attempted sale of what is represented to be any of the above-listed substances.

“Use” occurs when a student has voluntarily introduced, by any means, into his or her body a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, speech, or chemical analysis.

Students who violate this policy will be given an immediate at-home suspension, the length of which will be determined by the school administration after considering the case. The school will initiate the process of determining the appropriate consequence for the student, which could include denial of enrollment.

DISCIPLINARY SANCTIONS: DETENTION, SUSPENSION, PROBATION.

Friday detentions are served immediately after class dismissal on Fridays and last for an hour. Friday detentions may be assigned by teachers for violations of our disciplinary code. After receiving three Friday detentions, the student may then be suspended.

There may be times when the student’s behavior calls for a more appropriate type of correction than the ones normally used at school, for example, writing reflection papers, doing community service, or other activities within the parameters that protect the student’s dignity. These alternative forms of correction will be discussed with and approved by the principal and the student’s parents.

Although there is a cumulative aspect to our discipline program, it must be stated clearly that serious misconduct can be sanctioned directly with an in-school detention, or a suspension at home, even if the student did not have a previous disciplinary sanction.

Anything that falls under serious misconduct will be reported directly to the principal’s office and will be sanctioned appropriately.

The area principal can assign the following sanctions:

- Friday after school detention (1 hour)
- In-school detentions from one to three days (during school schedule)
- At home suspension from one to five days or longer if the situation calls for it

DISCIPLINARY ISSUES AND OTHER SCHOOL ORGANIZATIONS

If students who belong to the National Honor Society are involved in serious disciplinary incidents, they will not only face the normal consequences of our discipline code but may also face separate consequences imposed by these organizations, such as probation status or expulsion from the National Honor Society.

Serious discipline issues may also affect a student's ability to belong and/or lead school clubs and sports teams.

BEHAVIOR PROBATION

A student may be placed on Behavior Probation for the following reasons:

- Repeated sanctions: after-school detentions
- A serious incident of misbehavior
- Excessive absences: missing 10% of the academic year (18 days)
- Excessive tardies or early dismissal: arriving late or leaving early 18 or more times during an academic year

When a student is placed in Behavior Probation, the parents are called in and informed of the situation. Together with the school's counselor, a plan is elaborated to help the student improve his/her behavior. The student and parents are informed of the school's expectations regarding the changes that need to take place in the student's behavior, as well as the time frames for such changes. Depending on the time when the student is placed in Behavior Probation, the school will decide how much time it can give the student to meet his/her new behavior goals. At the end of the Behavior Probation period, based on the student's discipline record and grades, the school will decide if the student is given more time, is taken off Probation, or is denied enrollment.

LOCKERS

Middle school students are assigned a locker at the beginning of the year. This locker must always have a lock. The locker combination or a copy of the key must be given to the

school office. Students who fail to use their lockers properly will lose the locker privilege. The students must take good care of their lockers; that is, no denting or permanent decorations. The school reserves the right to search students' lockers at any time. Tampering with others' lockers will be considered serious misconduct.

SEARCHES

If the school authorities have reasonable cause to believe that a student has any of the items forbidden on the school campus, especially items that may place others in danger or be destructive to school property, the area Principal or Headmaster will authorize or conduct a search of that student, including his/her belongings.

If a prohibited item is found, parents will be notified immediately and required to come to school to withdraw the student. Depending on the nature of the item, the appropriate disciplinary action will be taken.

TECHNOLOGY

Although the school cannot possibly monitor the wide scale use or misuse of technology by our students, especially off campus, the school will take seriously the cases reported by either students or parents regarding such issues as cyber bullying or other misuses of technology, since these may have a negative impact on a student's right to feel safe and welcome at school. The same disciplinary sanctions will be used in these cases. In secondary school, the school has a Technology Use Policy and an Appropriate Use of AI Policy, which all students are expected to follow.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Only high school students (9th to 12th grades) are allowed to bring cell phones to the campus. High school students may use cell phones only during recess and lunch. Cell phones are strictly forbidden while walking in the halls.

If a student uses a cellphone when they are not allowed to, the teacher will take away the cell phone and take it to the office. The student will be given a disciplinary sanction (Friday detention, suspension). The cell phone may be kept at the school office for one to three days. If a student repeatedly fails to follow this policy (after three sanctions), the right to bring a cell phone to school will be cancelled.

Cameras are strictly forbidden on the school campus. The use of cell phones as cameras falls under this same policy.

Apple watches and other smart watches are forbidden.

NO SOLICITATION

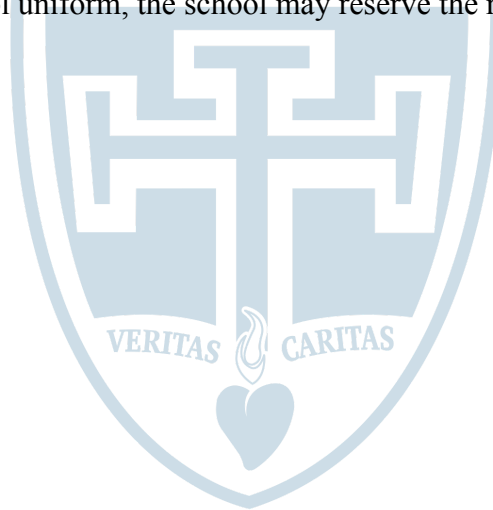
Students are not allowed to bring items to campus for the purposes of selling to students or staff, except for those approved by the school administration (for example, an entrepreneurship fair).

BEHAVIOR ON THE BUS (FIELD TRIPS)

There is a school staff member on each bus to make sure that students behave properly and safely. All the school's disciplinary rules and procedures also apply on the bus.

OFF-CAMPUS BEHAVIOR

Although we firmly believe that the behavior of students off campus is the responsibility of the students and their parents, as a school that cares about our students' moral development, we are also concerned with how students behave once they leave school premises. We will take special consideration of any incident that happens off campus but may have a negative impact on a student's right to feel safe once back at school. Students must be aware that, with or without the school uniform, they represent our school to the larger community. The school has the right and obligation to protect its reputation as an educational institution. When students engage in improper, illegal, or immoral behavior, with or without the school uniform, the school may reserve the right to take appropriate disciplinary actions.



IV. STUDENT SERVICES

COUNSELING DEPARTMENT

St. Augustine's counseling team is committed to educating the whole person: body, mind, heart, and spirit. We believe that all students must be both challenged and supported to achieve the highest standards of excellence in all their endeavors. Our dedicated counseling team provides a supportive environment where all students feel safe and valued.

Our dedicated counseling team supports students' social-emotional well-being, academic achievement, and strong character development while actively reinforcing important virtues and values such as empathy, respect, integrity, and service to others. Through our comprehensive program, we ensure a safe and respectful environment where all students feel safe and welcomed. Our supportive counseling program offers a wide range of services, including individual and group counseling, parenting support and collaboration, and school-wide campaigns.

BUILDING STRONG CONNECTIONS

St. Augustine Preparatory School's Social Emotional Learning (SEL) program seeks to support students in developing knowledge of themselves and the world. At our school, we recognize that social and emotional learning competencies are crucial for students to thrive and become resilient and caring individuals.

The program is designed to equip students with essential skills to understand and manage their emotions, build and maintain positive relationships, set and achieve meaningful goals, and foster character growth. Our Social Emotional Learning Program is aligned with CASEL's evidence-based framework, ensuring students develop critical competencies: Self-Awareness, Self-Management, Social Awareness, Relationship Skills, and Responsible Decision-Making.

POD MEETINGS (PK-3 - 5TH GRADE)

In Elementary School, our Social-Emotional Learning Curriculum is implemented through Pod Meetings (we use this name in reference to the social unit of dolphins, the pod). These are biweekly classroom meetings that provide an intentional space that fosters a sense of community and positive peer relationships.

Benefits of Pod Meetings:

- Positive relationships: Students build trust with classmates, teachers, and counselors, creating a supportive classroom environment.

- Community: Pod meetings foster a sense of belonging and shared purpose, which strengthens the classroom community.
- Social-emotional Learning in action: Students have time to practice essential skills like empathy, communication, and conflict-resolution in a supportive setting.
- Character growth: Students engage in activities and discussions that emphasize empathy, communication, and conflict resolution; they learn to navigate social dynamics effectively to enhance a stronger moral compass.

ADVISORY PROGRAM (6TH - 12TH GRADE)

St. Augustine Preparatory School's Advisory program seeks to support students in developing knowledge of themselves and the world. The program recognizes that social and emotional learning competencies are crucial in preparing students for their future lives as they seek to think with clarity, act with integrity, and love with generosity.

The primary role of the advisor is to know their advisees well, facilitate discussions, and cultivate an atmosphere of trust and respect in which students can open up about personal, social, or emotional issues.

The Advisory Program seeks to:

- Give each student an “anchor” adult (main point of contact)
- Build and maintain meaningful relationships
- Facilitate discussions by creating an atmosphere of trust

COLLEGE COUNSELING

St. Augustine Preparatory School supports students in applying to different universities, both national and international, with the help of two full-time College Counselors. The process includes course suggestions, informational sessions throughout high school, meetings with parents, and individual support with application essays, school forms, and other requirements. The school also organizes visits from admissions representatives so that St. Augustine students can learn about different institutions.

CAMPUS MINISTRY

Catholic priests collaborate with St. Augustine by celebrating the Eucharist daily and are available for other sacraments such as the Sacrament of Reconciliation. Students from 1st to 12th grades attend mass weekly at our school chapel.

Religion teachers prepare students for their sacraments: First Communion in third grade; Confirmation in tenth grade.

There are opportunities for students to participate in prayer groups, retreats, and service activities all year long.

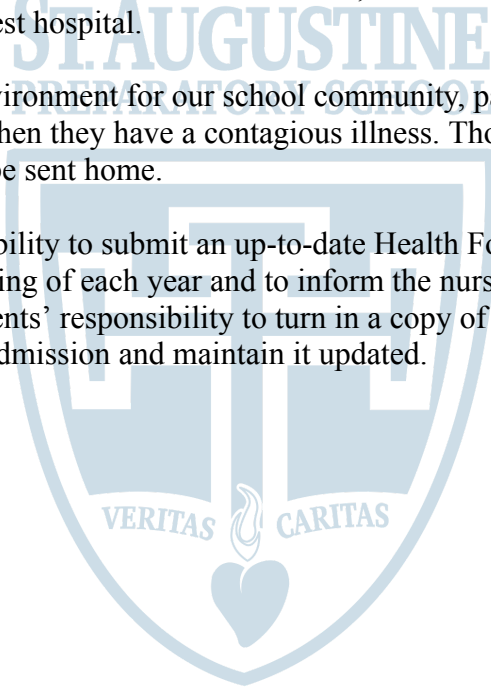
SCHOOL HEALTH COORDINATOR AND NURSES

The School Health Coordinator, a medical doctor on site, supervises all the health-related policies and procedures of the school. The SHC supervises the work of the school nurses and will treat students when deemed necessary. The SHC and school nurses will not administer any medicine to students without written authorization and instructions from a doctor and the student's parents.

In case of an illness or injury, the school doctor or nurse will call the parents, inform them of their child's situation, and may ask the parents to pick up the student at school. If the doctor or nurse cannot contact the student's parents, she will proceed to contact the Emergency Contact Person. If the situation calls for it, the school will arrange for transportation to the nearest hospital.

To maintain a healthy environment for our school community, parents are requested not to send students to school when they have a contagious illness. Those students with contagious diseases will be sent home.

It is the parents' responsibility to submit an up-to-date Health Form to the School Health Coordinator at the beginning of each year and to inform the nurse of any changes during the year. It is also the parents' responsibility to turn in a copy of their child's vaccination record to the SHC upon admission and maintain it updated.



V. ADMINISTRATIVE POLICIES

ACCESS TO SCHOOL CAMPUS

To be allowed into the school campus, parents/visitors must come in through the main entrance and ask for a Visitor ID (which must be worn and visible at all times).

PARKING LOT GUIDELINES

For the sake of the safety of our students and all who use our parking lot, the school administration has created guidelines regarding access to and use of the parking lot, which are communicated to the whole school community. The school administration also provides school staff to help with the traffic flow to provide greater efficiency and safety. The school administration expects respectful compliance with these guidelines and collaboration with the school staff in charge of supervising the parking lot.

If parents and/or drivers fail to follow school guidelines regarding the use of our parking space, they may lose the right to come into the school parking area.

All school families must have a parking lot sticker for their cars.

APPOINTMENTS

A daily schedule of your child's teacher will be sent home to facilitate communication. Parents are encouraged to make appointments for parent-teacher conferences to be more productive. The appointment may be made directly with the teacher or through the school office.

Parents should not try to meet with teachers at the beginning or end of the school day since teachers have important supervision duties to fulfill at these times.

Parents should communicate any concerns they may have first with their child's teacher. If the parents find that the teacher was not able to give an adequate response to their concerns, then we encourage them to ask for an appointment with either the school counselor or the appropriate principal.

Parents must never have direct communication with other students to resolve issues/conflicts.

TRANSCRIPT REQUESTS AND OTHER DOCUMENTS

Parents must request official grades or transcripts with one week's notice. The cashier will inform parents of the cost for transcripts. Any document that a parent may need from the school, e.g., letters for the embassy, letters of recommendation, etc., must be allowed one week's notice. No grades or transcripts will be issued for students whose tuition is not up to date.

DELIVERY OF ITEMS TO SCHOOL

Students should be responsible for bringing all they need for their school day. Please refrain from bringing items to students during the school day. The school receptionists cannot guarantee the timely delivery of these items.

DISMISSAL AND PICK UP

Parents should pick up students punctually. The school is not responsible for supervising students once half an hour has passed after dismissal (including early dismissals) unless they are involved in extracurricular activities.

If parents wish to change a student's usual method of transportation home, they must provide a written communication to the student's teacher with enough notice for arrangements to be made. This is done to ensure the safety of our students.

If parents must pick up their child before the official dismissal time, we ask that they please wait for the student to be sent to the school office. The student will be sent to the main office during the period break nearest to the time of dismissal requested.

An early dismissal slip must be signed by a school administrator, e.g., principal, counselor, or the school nurse, and must be turned in to the security guards at the gate.

BIRTHDAYS

Students' birthdays may be acknowledged at the beginning of the day by singing "Happy Birthday" and by praying for that student during the Morning Prayer and Mass. A birthday cake may be brought to school and shared by the class only during lunchtime.

No external guests are allowed to attend these celebrations. Older siblings in other grades are also not allowed to attend.

If parents wish to send invitations to their child's classmates for a birthday party or any other social event outside of school, the teacher will assist in distributing them, provided the whole class is invited.

LOST ITEMS

Lost items will be placed in the Lost and Found Cabinet located in the main school office for elementary and in the secondary school offices for Secondary school students. Items that are properly labeled with a student's name will be returned to the student as soon as possible. Please remind students to label their belongings whenever possible. Those items that are not claimed will be donated at the end of each semester.

Although the school tries to create a safe and honest environment, the school is not responsible for the loss of any item a student may bring to the school grounds (eg, phones, ipads, laptop computers, headphones, jewelry, etc). We discourage students from bringing large amounts of money or any other valuable items that are not necessary for schoolwork.

TEXTBOOKS AND LIBRARY BOOKS

It is each student's responsibility to take care of textbooks, library books, and other school materials. The following rules apply:

- If a student loses a textbook, the cost of replacing the book, plus shipping and handling, will be charged to the student's account.
- If a textbook is damaged to the extent that it can no longer be used, the student will be charged the cost of replacing the book, plus shipping and handling.
- If a textbook has been damaged, but can still be used, the student will be fined a \$20 fee.
- If a library book has been lost, the student will have to pay for its replacement. If the book's price cannot be determined, the student will be fined a \$20 fee.
- Grades and student records will not be given to students who have pending fees due to lost or damaged books.

Borrowing privileges will be lost for students who have failed to return library books or failed to pay the appropriate fine.

TUITION AND FEE POLICIES

All parents who have chosen to pay tuition in monthly installments must do so during the first five business days of the month. If tuition is not paid on time, there will be a 5% surcharge. If the student's tuition is still not paid after ten days, a 10% surcharge will be applied.

When a student withdraws from school during the school year, tuition for the remainder of the semester must be paid in full.

If a student's tuition is not up to date, grades will not be issued for that student.

Official transcripts for senior students applying to universities will not be sent until all financial obligations to the school are up to date.

If parents are one month late in paying tuition, the student may lose the right to attend classes. Enrollment may be denied to any parent with a delinquent payment record.

CHILD PROTECTION AND SAFEGUARDING POLICY

(See complete policy on school website www.csa.edu.ni).

The welfare and safety of students are vital at St. Augustine Preparatory School.

The school's child protection policies are based on the legal framework of our country and the expertise of many international organizations that work for the protection of minors. St. Augustine Preparatory School expects proper moral and ethical conduct toward and between all students, whether on the school campus or not. This expectation applies to all students, employees, staff, and volunteers. Teachers, other school staff, and others are regularly trained in these policies and best practices in the prevention and management of child abuse and sexual abuse incidents.

EMERGENCY PROCEDURES

In case of an emergency, St. Augustine Preparatory School's main concern is to guarantee our students' security. For this reason, the school has prepared a series of emergency plans. In an emergency, the school will use any means available to communicate with parents (email, website, phone chain, text message).

During school hours, all the gates remain closed, and security guards are kept at the main entrance. To be allowed into the school campus, parents/visitors must come in through the main entrance and ask for a Visitor ID (which must be worn and visible at all times).

To address emergencies, there are three different plans:

1. **Evacuation Plan:** In case of an emergency that requires the school to be evacuated, parents will be asked to pick up their children in an orderly manner.
2. **Internal Evacuation Plan:** In case of an emergency that requires the buildings to be evacuated, everyone must exit their building and go to the meeting point assigned to them. If it is necessary to move the students to a secure place on school grounds or in the vicinity, the school will send out a notice with information regarding the location.
3. **Lockup Plan:** In case of an emergency that requires everyone inside the school to remain inside their classrooms because of an external threat, we will communicate with students and staff through our speaker system to give out instructions. All windows and doors should remain closed in this kind of event.

If needed, the school is prepared to be used as a place of refuge.

EMERGENCY PLAN DRILLS

The school participates in all the nationwide drills communicated by MINED and organizes its drills at other times. These drills may be short evacuation drills or full evacuation drills. After each drill, the school administrative team receives feedback from all staff and reviews it for the sake of ongoing improvement of our emergency procedures.

SHOULD I PICK UP MY CHILDREN DURING AN EMERGENCY?

NO. We ask parents or guardians to avoid coming to the school campus unless they're asked to do so by the school authorities.

We understand that a parent's instinct during an emergency is to go where their children are. However, it is important to understand that by doing so, the school's ability to respond effectively to the situation can be significantly affected. For example, cars coming to the school campus could interfere with the access of emergency vehicles.

One probably thinks that each child who is picked up by their parent would reduce the school's responsibility. That would make it more difficult for the school to control the situation. Handing children over to their parents during an emergency requires a lot of coordination and communication, given the fact that we need to be aware of each person's location during an emergency.

We ask parents to please be patient, trust the school, and follow any given instructions.

HOW TO OBTAIN INFORMATION DURING AN EMERGENCY

The school will use any means available to communicate with parents (text, email, website).

Each homeroom teacher will have an emergency backpack with each student's personal and medical information.

BE PREPARED AND PLAN WITH ANTICIPATION

1. Make sure your contact information and your children's medical information in our files are up to date.
2. Talk to your children about emergencies and explain the importance of listening carefully and following instructions.
3. Talk to your children about any alternative plan that you may have in case an emergency does not allow you to be at home.

The school's emergency procedures program has been revised in coordination with *Bomberos Unidos Sin Fronteras*, and it is aligned with the U.S. Department of Education Manual for Practical Information on Crisis Management and FEMA (Federal Emergency Management Agency).

IMPORTANT TELEPHONE NUMBERS

St. Augustine Preparatory School Main: **2271-1941**
Cell Phone: **8100-9800**

VI. FUTURE AMENDMENTS TO THE HANDBOOK

St. Augustine Preparatory School reserves the right to make amendments to this handbook at any time. All parents will be informed of these changes through our usual means of communication, i.e., emails, newsletters, school website.

OFFICIAL VERSION

If there are questions of interpretation regarding the contents of this handbook, for clarification, the school will consider the English version as the official document.

