

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 intellectual, moral and spiritual growth. 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 final 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 me and our teachers the wisdom to apply the contents of this handbook in a manner that will benefit all the members of our school community.

Sincerely,

Jose Oyanguren  
Headmaster

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## **STATEMENT OF VALUES**

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.

## **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 continuously search for a deeper understanding of themselves and of 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 nurtured 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.

### **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 life-long 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 who desires to grow constantly in knowledge, understanding and wisdom. The Augustinian student will not be satisfied by 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 own 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 students to look beyond their own 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.

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:

- 1) His life as both a thinker and saint expresses our school’s desire to be a community where through faith and reason we seek together knowledge of ourselves, of the world and of God.
- 2) His own transformation from sinner to saint is a wonderful and inspiring testimony of the power of God’s grace and a reminder of our own 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.
- NCEA, the National Catholic Educational Association

- 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 taken 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 to three previous academic years. For students applying to secondary school grades, (6-12), all previous grades from secondary must be presented.
- For PK 4 to 2<sup>nd</sup>. grade applicants: a hearing and eye examination.
- An academic evaluation by the teacher(s) of the grade in which the student wishes to be enrolled. This may include both an oral and written evaluation.
- Attendance at the Admissions Orientation Meeting or an interview with the applicant's parents.

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 affiliation 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 school calendar and Student-Parent Handbook can be found in the website. Information about emergency school closings is communicated via emails and/or text messages.

## **PARENT'S ASSOCIATION**

Parents are encouraged to be actively involved in St. Augustine's Parent's 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 PRIMARY LANGUAGE OF INSTRUCTION**

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

### **ENGLISH LANGUAGE SUPPORT (ELS) and SPANISH LANGUAGE SUPPORT**

St. Augustine has an English language support teacher to help students who are not up to grade level in their English language skills. Students can be recommended for ELS by their English teachers. The ELS teacher may offer special assistance to students who require it regarding grammar, vocabulary, reading comprehension and writing. A student may receive ELS until the student's regular English teacher and ELS teacher deem that he or she has reached the required English level for the grade.

Newly admitted students from schools with Spanish as the language of instruction will also receive ELS unless teachers consider such assistance unnecessary.

The same support system exists for incoming students whose Spanish Language skills are not up to grade level.

### **CORE KNOWLEDGE SEQUENCE**

Our elementary and middle school curriculum is 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, that is, that knowledge builds on itself. Given this fact, it is necessary to ensure that the student is initially well prepared. Therefore, it is necessary to know with clarity what it is that a

student is expected to know at each education level. The main purpose of the Core Knowledge Sequence, then, 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 techniques and strategies, as well as a variety of assessment tools, to assure the most efficient transmission of the content laid out in the Sequence.

## **SECONDARY SCHOOL PROGRAM**

Our secondary school is divided into our Middle School grades, 6th, 7th and 8th, and our high school grades: 9-12th. 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 3.5 credits in electives such as modern languages, art and technology.

Graduation requirements: students must carry a full course load 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 in 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.

## **BACHILLERATO AND HIGH SCHOOL DIPLOMAS**

The school's expectation is for all students to pursue a dual program of the Nicaraguan Bachillerato and 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.

## **HONOR PROGRAMS/CLASSES AND ADVANCED PLACEMENT (AP) COURSES**

Students who have demonstrated high academic achievements may enroll in available honors math courses and Advanced Placement courses. The requirements for admissions 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. A 0.5 point will be given in Honors courses and a 1.00 point will be given to A.P. courses.

Students enrolled in AP courses are expected to take the AP exams in May and to pay for those exams in October.

## ACADEMIC CALENDAR

The school year consists of a minimum 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

PK3:	7:30/8:00 a.m. -- 12:00 p.m.
PK4	7:30 a.m. -- 12:00 m.
ELEMENTARY:	7:30 a.m. – 2: 00 p.m.
SECONDARY:	7:30 a.m.—2:20 p.m.

The school is responsible for the supervision of students from 7:05 a.m. to 2:45 p.m. Students who participate in extra-curricular activities must be picked up according to their activity schedule. After this time, the school is not responsible for supervising these students.

## GRADING SYSTEM

In PK 3, PK 4 and Kinder student progress is reported the following way:

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

Elementary grades 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 which the school has set for students. For more information about the character formation program used by the school, we invite you to visit Character Counts: <https://charactercounts.org>

### **ACADEMIC ASSISTANCE: TEACHER OFFICE HOURS**

Elementary and secondary teachers have office hours when they are available to give academic assistance to students who need it. If a faculty meeting needs to take place on either of those days, notice that the teachers will not be available will be given to the students.

### **SEMESTER EXAMS**

(Suspended during the pandemic)

Beginning in 7th grade, students take semester exams. Semester exams will count for 10 % of the semester grade. Students with an average of 90 or above in a class may be exempt from taking the semester exam in that class. In AP classes students may be exempted only in second semester.

Absences during semester exams must be justified by a Doctor's excuse. If the reason for the absence is not medical, then parents must explain and justify the student's absence before the student is allowed to take the test. A new semester exam will be prepared in this case.

### **REPORT CARDS AND PROGRESS REPORTS**

Report Cards are issued at the end of each quarter. Midway through each quarter, a Progress Report is issued to let parents know how their children are progressing in their schoolwork.

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 senior students applying to universities will not be sent unless all financial obligations with the school are up to date.

## **ONLINE GRADES (RENWEB)**

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

## **ACADEMIC HONORS AND OTHER AWARDS**

**Headmaster's List:** At the end of each quarter, students from grades 4-12 may be eligible for this award. Elementary students must have all A's in their quarterly report card and secondary students must achieve a weighted GPA of 4.00 in their quarterly report card.

**Honor Roll:** At the end of each quarter, students from grades 4-12 may be eligible for this award. Students in elementary must have all A's and two B's in their quarterly report card. Secondary students must have a weighted GPA of 3.75 in their quarter grades.

**President's Awards:** in fifth, eighth and twelfth grades, two types of awards are given, Academic Excellence Award and 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 mission of "thinking with clarity, acting with integrity and loving with generosity."

## **END OF THE YEAR PROMOTION AND RETENTION POLICY**

At the PK and Kindergarten level, the promotion or retention of a student will be decided on academic criteria as well as socio-emotional maturity.

Promotion in all the other 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's 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 in 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 (either summer school or private tutoring). 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 will 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.

## **SENIORS GRADUATION CEREMONY REQUIREMENTS**

All seniors must pass all classes to participate in the Graduation Ceremony.

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 taken into account when enforcing this policy.

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

## **ACADEMIC PROBATION**

When a student receives two D's or lower in a quarter grading period, the student may be placed on Academic Probation. A meeting is called to inform the parents of the school's decision. Together with the school's counselor, a plan of action is developed to help the student improve the academic performance. 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. 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.

## **EXTRACURRICULAR ACTIVITIES**

The school provides a variety of 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 can lose their right to participate in extracurricular activities, including membership in student government activities.

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 grades 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 NI's 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 may also disqualify a student from participating in activities that imply being absent from school. By excessive absences the school means 9 or more absences during a 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 i.e., 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 the school's sports program.

For sports activities that require absences from school, the policies stated for extracurricular activities apply.

## **ATHLETIC DISCIPLINE CODE**

Representing the school by being on our sports teams is a privilege that must be earned and respected by our athletes.

If any team member is found guilty of serious misconduct, temporary or permanent suspension from the team may result.

The members of our sports team must also comply with the rules and procedures laid out in 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.

## **III. DISCIPLINE RULES AND POLICIES**

### **ATTENDANCE POLICIES**

(Parents and students must also observe policies established by school as part of our Covid prevention protocols. These are communicated in a separate document.)

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.

There are two kinds of absences from school, excused and unexcused. Students with excused absences will have the opportunity to make up work and tests. Students with unexcused absences will not be allowed to make up missed work.

Parents must call or email to inform the school of a student's absence and send a note on the first day the student returns to school. The student must turn in the letter explaining his/her absence to the school receptionist. Once the area principal has seen the excuse, the student will get a slip indicating that the student has the right to make up missed work. A parent's

note/letter, however, may be an explanation for a student's absence, but it is not automatically considered a justification for the absence.

It is the full responsibility of the student or the student's parents to find out about class assignments and tests missed due to the absence and to take the necessary steps to make up such work. The teacher and/or principal will decide the appropriate time frame for making up missed work. If the student fails to comply with the new deadline, no credit for that assignment will be granted.

For anticipated absences, parents must write a letter explaining the reason 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 will be given summer work in areas where he/she may need reinforcement. 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**

If a student needs to leave school before the regular dismissal time, a signed note 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. Also, the early dismissal request must be signed by the area principal and be presented to the security staff at the gate in order for the student to be allowed to leave school premises. If the area principal is not available at the moment when the slip needs to be signed, then the slip can be signed by the school counselor, school nurse or the administrative director.

At the secondary school level, attendance is taken in each individual class; therefore, excessive absences due to early dismissals will also be considered a disciplinary issue.

## **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 particular assignment or test.

## **TARDINESS**

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

In Elementary: for grades 2-5 students who accumulate 3 tardies will be given a Friday detention. Every three tardies the student will result in a Friday detention. After the sixth tardy the principal will schedule a meeting with the student's parents to discuss the issue.

In Secondary: three tardies will result in a Friday detention. After the sixth tardy the principal will schedule a meeting with the student's parents. Three Friday detentions will result in an in-school suspension. Excessive tardiness (more than six in a quarter) 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.

## **UNIFORM DRESS CODE**

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

For PK 3 boys and girls: PE shorts and PE shirts with sports shoes with white socks.

For PK4 and Kinder the uniform is the following:

White oxford shirt with the school emblem on the left pocket; for the boys, gray shorts; for the girls, gray skirts. Black leather shoes with white socks are required.

Other grades:

For boys, straight-cut, dark blue uniform trousers with a black leather belt; a white oxford shirt (for elementary); white polo shirt (for MS and HS) with the school emblem on the left side; black, leather shoes, with white/black socks (no ankle socks). All these items must be in good condition and must be worn in their proper size and style (that is, pants cannot be too short, too tight, or low riding). Only white undershirts may be worn.

For girls, dark blue skirts or pants; white oxford shirt (for elementary); white polo shirts (for MS and HS) with the school emblem on the left side; black, leather shoes, white/black socks (no ankle socks). All these items must be in good condition and must be worn in their proper size and style (that is pants and/or skirts cannot be too short, too tight, or low riding).

The P.E. uniform for boys and girls is as follows: school P.E. shorts or "buzos"; school P.E. T-shirt, appropriate sports shoes. Students may wear school caps during PE.

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

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

**\*\*\* During the pandemic, the school face mask is considered part of the uniform and must be worn properly at all times. Students who do not bring the school face mask will not be allowed into the campus.**

### **OTHER 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; girls with long hair must have it properly groomed.

When necessary, boys must be clean-shaven. Girls are not allowed to wear makeup including nail-polish. No jewelry is accepted other than a watch, a chain, and simple small earrings for girls. School caps may be worn during P.E. or during any outdoor activity, including recess and lunch.

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.

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. If the student fails to make the necessary change, he/she will not be allowed into class.

### **MINOR MISCONDUCT**

- Tardiness.
- Improper uniform and/or personal grooming.
- Disrupting class; breaking classroom rules.
- Eating or drinking in class or in other restricted areas such as the library, the chapel, school offices.
- Littering; carelessness regarding personal possessions, for example, books, school supplies etc.
- Inappropriate use of cell phones or other devices.

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

### **SERIOUS MISCONDUCT**

- Cheating: Academic dishonesty of any kind will not be tolerated. All students found guilty of such actions as cheating on tests, homework assignments, and projects, and

those involved in plagiarism will be sanctioned. Students who facilitate cheating/plagiarism will be sanctioned in the same manner. (see consequences under Academic Dishonesty).

- Failure to comply with all covid prevention safety protocols established by the school.
- 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.
- Disrespect: disrespectful word, attitudes or actions to a teacher or staff member (this applies to incidents in cyberspace). Failure to obey a teacher or any school staff member.
- Disrespectful attitudes or actions to another student, i.e., nicknames, teasing (this applies to incidents in cyberspace).
- 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.
- Physical violence of any type e.g., fist fights, pushing and shoving. Physical violence, even when in self-defense, will be sanctioned.
- Verbal intimidation and threats. Bullying will not be tolerated in school. Bullying out of school if it should affect the other student's right to come to school feeling safe and secure will be sanctioned as well. This also applies to cyber bullying.
- 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), 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 school campus. Smoking or vaping on 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 or school symbols.

## **DISCIPLINARY SANCTIONS: DETENTION, SUSPENSION, PROBATION, EXPULSION**

Detentions and suspensions are a generally accepted means to teach students the negative consequences of their misconduct.

Friday detentions may be assigned by teachers for violations to 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.

Although there is a cumulative aspect to our discipline program, it must be stated clearly that a serious misconduct can be sanctioned directly with an in-school detention, a suspension at home or expulsion, 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.
- At home suspension from one to five days or longer if the situation calls for it.

## **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.



Second offense: The student will receive a 0 for the assignment/test/project/homework in question. 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.

## **DISCIPLINARY ISSUES AND OTHER SCHOOL ORGANIZATIONS**

If students who belong to the National Honor Society and the National Junior 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 NHS and NJHS.

Serious discipline issues may also affect a student's ability to belong to 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.

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 clearly 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.

## **REQUEST FOR STUDENT'S WITHDRAWAL AND EXPULSION**

After a process of evaluation involving teachers and parents, the school may conclude that:

- The student is not benefiting from continuing at St. Augustine's because of poor academic performance, and or
- The school cannot accommodate the needs of the student.

In this case, the school will request the withdrawal of the student from St. Augustine.

When a student's conduct goes against the values of the school to such a degree that the student's permanence in school is considered to be personally detrimental or to the school

community, the school will make the decision to expel the student. The Headmaster will make this decision after a process of evaluation in which all parties i.e. teachers, students and parents will be given an opportunity to express their views.

## **LOCKERS**

(Suspended during the pandemic)

Middle school and high school students are assigned a locker at the beginning of the year. This locker must always have a lock. Books and materials must be placed inside the locker, not on top of it. 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 other's lockers will be considered serious misconduct.

## **SEARCHES**

If the school authorities have reasonable cause to believe that a student is in possession of any of the items forbidden on 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.

## **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 to 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 included but not limited to marihuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.**

**Any pharmaceutical without the knowledge and permission of 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 or expulsion from school.

## **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 High School there is a Technology Use Policy which all students are expected to follow.

## **CELL PHONES AND OTHER ELECTRONIC DEVICES**

Cell phones are allowed on school campus, but they may not be used in class. If a student uses a cellphone when they are not allowed to, the teacher will confiscate the cell phone and take it to the office. The cell phone may be confiscated for one to three days. If a student is a repeat offender, the right to bring a cell phone to school may be cancelled.

In high school (9-12) cell phones may be used during recess and lunch.

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

Apple watches and other similar watches are forbidden.

## **NO SOLICITATION**

Students are not allowed to traffic in buying and selling items. Teachers are also strictly forbidden from such activity with students.

## **BEHAVIOR ON THE BUS**

(Suspended during the pandemic)

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. In addition, students must follow the Bus Rules and Guidelines Form which must be signed by students and parents.

## **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 against the students.

## **IV. STUDENT SERVICES**

### **SCHOOL COUNSELOR**

Our School Counseling Program includes a broad range of services to help students capitalize on their strengths and reach their highest levels of development. The school counselors provide direct attention to students, parents, and teachers through preventive services, developmental activities, and assistance in creating plans of action for students who give evidence of academic or emotional difficulties. Assisted by teachers and the school administration, the counselors regularly develop, schedule, and evaluate the provisions of the counseling program.

Based on student needs and to address different issues, the School Counseling Program offers several types of services.

**Individual counseling:** The counseling program allows the School Counselor to assist students' educational and personal concerns on an individual basis. The individual counseling sessions are designed to help students make and follow appropriate plans of action to address their specific concerns.

**Group counseling:** Group counseling allows small groups of students to share ideas about specific issues such as conflict-resolution and peer-relationships. These sessions are led by the school counselor and they help students share ideas and resolve their concerns through peer-support systems.

**Group guidance:** The group guidance sessions are led by teachers and/or the School Counselor. These instructional sessions help students better understand themselves and their development, by addressing topics like self-image, study-skills, health-habits, peer-relationships, etc.

**Curriculum Guidance:** The School Counseling Program develops learning goals and instructional strategies to assist with students' personal, social and educational development. The School Counselor helps teachers incorporate these goals and strategies into daily

instruction by providing them with resources and materials, and by participating in some class activities.

**Consultation:** In order to help students achieve their fullest potential, the counselors consult with teachers and parents to develop individualized plans of action for students with learning, emotional, or social difficulties. These plans focus on the needs of the individual student. The School Counseling Program also coordinates workshops for teachers to develop work-plans to address specific topics or issues that might arise during the school year, such as disruptive behavior or low-academic performance.

**Outside Support Services:** The School Counseling Program includes a wide range of services and activities that require the support of outside professionals. The school counselors can coordinate external support services to refer students to other types of professional assistance they might need. The counselors also provide the necessary follow-up to determine if and how the student is benefiting from the suggested services.

## **ADVISORY PROGRAM**

All secondary students are assigned to an advisory group of eight to nine students and a faculty advisor. Advisory groups meet weekly and follow a curriculum of social emotional learning.

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 Advisory Program seeks to:

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

## **COLLEGE COUNSELING**

The school supports students in their process of applying to different colleges and universities, both national and international. The College Counselor guides students through the many choices he/she must make through high school to be prepared for the college application process. The counselor assists our students with such tasks as making a list of schools, writing the application essay, preparing a resume. The school also organizes visits from admissions representatives so that St. Augustine's students learn about the admissions requirements from 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. Religion teachers

prepare students for their sacraments: First Communion in third grade; Confirmation in 10th 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 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 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 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 parent's responsibility to submit up to date Health Form to School Health Coordinator at the beginning of each year and to inform the nurse of any changes during the year.

## **V. ADMINISTRATIVE POLICIES**

### **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 the 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 to 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 school parking area.

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

### **APPOINTMENTS**

(During the pandemic, all meetings will be virtual)

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 concern 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 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.

## **PARENTS' MESSAGES AND VISITS**

(During the pandemic we will have a closed campus policy)

The gates of the school will remain closed during school hours and no visitor will be allowed entrance without registering first at the main gate and at the reception area.

To protect academic time, the school gates will be opened only after the dismissal bell has rung.

## **PHONE CALLS**

Students will not be allowed to call home unless it is an emergency.

## **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. Students participating in after-school according to their practice schedule. After this time, the school is not responsible for their supervision.

If parents wish to change a student's usual method of transportation home, they must send a written note to the school office or email. We do not guarantee that a phone call will be effective. 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. An early dismissal slip must be signed by a school administrator e.g., principals, counselors or the school nurse and must be turned in to the security guards at the gate.

## **BIRTHDAYS**

(Suspended during the pandemic)

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.

If parents wish to send invitations to their child's classmates for a birthday party or any other social event, 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 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 bringing large amounts of money or any other expensive 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).

The welfare and safety of students is vital in 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. CSA expects proper moral and ethical conduct toward and between all students whether on school campus or not. This expectation applies to all students, employees, staff and volunteers. Teachers and other school staff are regularly trained in these policies and best practices in the prevention and management of child abuse and sexual abuse incidents.

## **COVID PREVENTION PROTOCOL AND POLICIES**

All members of our school community must comply with the prevention protocol and procedures established by the school in the context of the Covid pandemic. These are communicated in a separate document and may change in order to respond more effectively to the challenges/risks presented by the pandemic.

## **EMERGENCY PROCEDURES**

In case of an emergency, Saint 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 situation, the school will use any means available to communicate with parents (email, website, Facebook, 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**

Several emergency drills are conducted throughout the school year. Firefighters and ambulances from the Red Cross participate in some of these drills.

## **SHOULD I PICK UP MY CHILDREN DURING AN EMERGENCY?**

NO. We ask parents or tutors to avoid coming to school campus unless they're asked to do so.

We understand that your instinct during an emergency is to go where your 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 access of emergency vehicles.

You probably think that each child that is picked-up by their parent would reduce the school's responsibility. In fact, that would make it more difficult for the school to control the situation. Handing children over back 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 you to please be patient, trust the school and follow any given instructions. Through Parent Alert we will communicate when it is safe to pick up your children.

### **HOW TO OBTAIN INFORMATION DURING AN EMERGENCY**

The school will use any means available to communicate with parents (text, email, facebook, website). In some cases, our Parent Association will be asked to use their family phone tree.

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 emergency situations 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: **8966-5516**

## **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 the purpose of clarification the school will consider the English version as the official document.