*St. Augustine’s*

CLASSICAL HOME SCHOOL ENRICHMENT PROGRAM

**South Lyon Program Protocols as of Fall 2023**

**St. Augustine’s Homeschool Enrichment Program**

**We ask that you look at your E-mail the evening prior to all classes**. There will be times that Classes or Runner’s Club will be cancelled. If you do not have e-mail, please have a friend who will inform you of last-minute changes (as well as send along all other information.)

All families agree to follow these rules as well as any others set by St. Joseph’s Parish, which insists on the following rules:

1. Students are not allowed past the multipurpose room without adult supervision even for visits to the chapel. The one exception to this rule is morning Mass.
2. Students, tutors, and family members should use the restrooms by the religious ed office. No students or tutors are to the use the restrooms past the multipurpose room by the parish offices.
3. Adults who supervise children 4 hours a month on parish property must receive VIRTUS training within the first semester.
4. The projection equipment (televisions and dvd players) in all of the classrooms are for parish use only.  Students are not to play with it, touch it or attempt to use it.
5. The roller blinds in the classrooms are only to be adjusted by St. Joseph’s staff. Please ask maintenance if you would like to open or close the blinds.
6. St. A’s Staff and Parents, who wish to visit the classrooms **during non-school times** should check in at either the front office or the Religious Formation Office so that the St. Joseph staff knows they are in the building.
7. **SHOES:** All shoes worn in the buildings must be **smooth soled** to keep the property clean. Boots or sneakers must be changed before you enter the buildings.

Given the endeavor to form our minds and souls, St. Augustine asks that everyone brings the best of themselves to the classroom by wearing formal attire as a sign of recognition of and respect for the importance of what we are doing. All students are asked to comply with the following standards of dress:

1. **Dress for Boy:** dress slacks; light-colored plain dress shirts, always tucked in. No polo shirts, fleeces or winter jackets may be worn in class. Sweaters and dress coats may be worn. Dress shoes are to be worn during class times. Hair should be trimmed fairly short and neat. Dress shirts should be on, buttoned, and tucked in by the time boys pass beyond the Boys room. No undershirts/sleeveless shirts may be worn for sports/runner’s club/drama practice.
2. **Dress for Girls:** Modest skirt and blouse or dress that falls below the knee. Smooth soled dress shoes are to be worn during class times. No flip-flops. Blouses should be loose-- No form-fitting cotton/spandex shirts. The top layer of clothing should be the longest. Leggings should not be worn by themselves during sports/runner’s club/drama practice. Shorts should be mid thigh even when wearing leggings. No tank tops.
3. **Shoes** must be smooth soled dress shoes; absolutely NO sneakers, sport shoes or snow boots in the buildings**.**

St. Augustine’s protocols include the following:

1. Students must remember that we are guests in parish property and working near professional offices. Courteous quiet is to be observed in the halls, bathrooms, and on the way in or out of the building. No running in the hallways.
2. Please do not send your student to the program if he is sick. Appropriate arrangements can be made to help any student catch up with missed work.
3. Students may be dropped off any time between 8:40 and 8:50 AM.  All children must be dropped off by 8:50 AM so the day can start promptly.
4. Tuesday regular pick-ups start at 3:25PM; Fridays at 3:10PM. These extra minutes are provided so that students may finish the clean-up of the rooms used. Friday Drama pick-up begins at 5:30 PM. *(Pre-Primary and Primary pickup on Tuesdays is at 3 PM unless the student is staying for Runner’s Club.)*
5. Children should be picked up by the classrooms at the entrance with a ramp at the back of the parking lot. Entrance D.
6. Every child must aid in the clean up of the facilities before being released by their tutor to go outside for pick-up.
7. **We cannot distribute medicines**.  Each child must be responsible for carrying necessary inhalers, epipens, etc.
8. We cannot ensure an allergen-free environment.  We do not ask that foods not be brought to the program site. On the other hand, parents are invited to be considerate of other families’ needs.
9. There will be no eating during seminar time unless there is an approved medical need. Students are given 5 minutes at the end of each class hour for snacks and exercise. St. Augustine’s encourages a culture of tea drinking. Students are welcome to bring tea cups/mugs, if they wish to drink during class time.
10. There is little storage space available so each child must have a backpack sufficient to hold all books and materials. During seminar all but necessary items should be in those packs, not on the seminar tables.
11. Our behavior policy is to talk to a child confidentially once, call his parents if there is a second occasion, and consider whether a suspension or removal is necessary if there is a third incident.
12. Tuition is nonrefundable, even if a child is “rusticated” for behavior issues.
13. **Students may not have electronic games, cell phones, ipods or any other such devices on their person at St. Augustine’s**. **Cell phones may be stored in the Tutor room.** Tutors will provide phone access if there is an urgent need. An on-site administrator will store cell phones from the time of arrival to the time of departure for those students whose parents deem them necessary. **Please inform us by email if your child will be bringing a cell phone.**
14. All lunch or snack foods must be brought by the children.  Students may not leave campus to buy food or beverages and then return without special permission. This includes Mondays as well as during Schola or Drama. No food or drink can be consumed except during approved times.  No gum at any time.
15. Bathroom and snack/drink breaks will be given at 5 minutes before the hour.  All drinks and necessary trips should be completed in those five minutes. Our policy is not to allow students to leave the tutorial without unavoidable reason.
16. At lunch time, sports should be vigorous and fun and encourage equal participation of all skill levels. **All boys must participate in a sport unless there is medical need. Girls should be outside and participate in some sport in all but the worst weather.** Play wear and sport shoes should be brought for lunchtime.
17. We seek active and spirited discussion in seminars. Students must learn how to be active, spirited and vocal while respecting the right of others to be heard and the necessity of a seminar to be focused and on topic. Tutors will become ever-more adept at helping to create this balance.
18. If a student will drive a car to the program his parents must register that intention with Dr. Russell. No use of the car is permitted from the time the student arrives until the time he or she leaves. That means no trips to the gas station for snacks; no loitering in the parking lot.

**SNOW DAYS POLICY:** St. Augustine’s closes on its own schedule since Public Schools’ snow days are now used as a budgeting tool. **We will make our own decision and inform everyone by 7:00AM or earlier via email.** Parents and tutors must always make their own best decision about driving safety, especially as many live a distance from St. Joseph’s. Students will not be penalized for missing a snow day, although how they make up the work is the tutor’s decision.

**Advent and Easter Concert Expectations**: All students are expected to show quiet and respectful behavior in every Schola rehearsal. The concerts are a community effort where all rely on everyone else for a good outcome. Accordingly, if a student misses either the Dress rehearsal or the semester’s concert, his final Schola grade will be reduced by 5 points for each absence. Any exceptions should be arranged at least 45 days in advance. Dress for the concert is as specified by the conductor. Dress for the dress rehearsal is regular St. Augustine’s dress code.

**Academic Policies:**

Saint Augustine’s assumes that all of our admitted students have sufficient motivation and ability to become A and B students with a reasonable period of adjustment. If a student is consistently receiving grades of C- or below, he or she probably needs professional intervention for perceptual, processing, memory or motivational factors that our tutors cannot provide. In other words, there are solutions in which the family needs to be proactively involved. At the least, greater familial help with homework, reading, scheduling, etc. will be required if the student is to succeed and remain at St. Augustine’s.

 **Academic Probation:** Accordingly, our policy is that any student who earns two grades of C- or below in a single semester (after his first semester) is placed on academic probation. That means that if the same student earns two grades of C- or below the next semester, he is liable to be separated from the program. If clear evidence is presented of active and effective help being given to the student, this policy can be temporarily waived.

 **Late Assignments:** Daily work that is late may be reduced by whatever amount the tutor deems appropriate. Daily work that is not turned in within a week will normally receive a zero unless other arrangements have been made with the tutor, and if clear reasons of sickness, or family issues have been given on the day that it was first due. If a daily assignment is due immediately before a break, the period for completion may be extended until the first class after the break. This policy does not apply to longer term assignments, where the reduction in grade may be more gradual, at the tutor’s sole discretion.

 **Plagiarism and Cheating:** Students are helped at least once a semester to understand what both of these faults are. A thorough understanding of plagiarism should be taught before and within USI, but the subject should be broached each year in all classes of Middle School and upward where papers are expected. A clear case of plagiarism, uncited use of the wording of another, or extensive use of another’s ideas without any attribution, will result in a zero for the paper. On the first occurrence it will be the instructor’s option as to whether a make-up paper can be written and what proportion of the original grade may be earned. A second incidence in the student’s academic history at St. Augustine’s—within the Upper School—will result in 20 point reduction of the final grade. A third incidence will result in failure of the course. The student may also be asked to leave the program.

 Cheating on a test or quiz will be treated in the same way as plagiarism, with the same penalties. Both the parents and Dr. Russell should be involved before a final decision is announced. Cheating on homework is a more difficult matter to assess. We encourage students to discuss their ideas together—but they must not just “give” each other answers for the sake of completing homework; certainly, answers should not be taken verbatim from another student. These last are direct cheating. They should result in the homework earning a zero. A second incident, once brought to the attention of the parent and child, should result in reducing the final grade by 10 points. A third incident across the academic history of the student, should result in failure of the course.