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ST. AUGUSTINE SCHOOL MISSION STATEMENT

St. Augustine Catholic School, a mission of Saint Augustine Parish, exists to assist families in the education of their children by providing an accredited educational program and Faith Formation based on the teachings of Jesus Christ.

PHILOSOPHY OF ST. AUGUSTINE SCHOOL

The philosophy of St. Augustine Catholic School rests on the Christian concept of humanity, its destiny, and the specific implications derived from this belief. It is recognized that parents are the first and foremost educators of their children. The Catholic school serves as an extension to the Christian family unit to assist the parents in fulfilling their obligations as the primary teachers of their children.

It is necessary that the members of the Catholic school community be united in faith and growth of intellect, respect, trust and the dignity of all concerned. Honesty in word, thought, and action must be bound with understanding and compassion.

While we allow for individual differences and the particular needs of each student, we also insist on responsible freedom. Each student must be aware that actions that infringe on the rights of others' are not an expression of personal freedom. Actions that inhibit another's freedom to learn or the teacher's freedom to teach have no place in our program. We insist on proper respect for all individuals. We work to foster attitudes of cooperation, helpfulness, generosity, and truthfulness in each student.

To stimulate genuine intellectual curiosity in the student, we appeal to the child's creativity, and encourage its purposeful development. We respect the unique needs and abilities of the individual and strive to equip the students with the abilities needed to make present and future decisions responsibly. Basic to this environment are the themes of prayer, participation in the liturgy, and familiarity with the Bible. This program is possible for all students regardless of race, color, and creed.

OBJECTIVES

- To provide opportunities for the religious and moral formation of each student.
- To emphasize a creative environment conducive to effective learning.
- To meet the spiritual, physical, emotional, and educational needs of each student.
- To provide the best qualified available faculty and staff members.
- To strengthen the relationship between home, school, and church.
- To provide effective methods of evaluation and testing programs which will measure each student's growth.

CODE OF CONDUCT OF ST. AUGUSTINE CATHOLIC SCHOOL

PHILOSOPHY

This Code of Conduct is based on the mission of St. Augustine Catholic School: “to assist parents in the faith formation and education of their children”. The mission defines the standard of conduct at St. Augustine Catholic School. The processes of faith formation and education involve all parties: administration, faculty, staff, parents and students. Working as a school community, the adults and students shall support each other in this mission.

Values, discipline and respect for authority are primarily learned at home, and it is important that parents expect their children to follow the school’s Code of Conduct. When students violate this code, the parents shall support the administrators and faculty in their efforts to produce proper behavior. By enrollment at St. Augustine Catholic School, parents and students agree to observe the school’s Code of Conduct.

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others. All students are expected to cooperate with the spirit and policies of the school that are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment and many other factors that the students’ sense of appropriateness will indicate to them.

Respect and consideration for the rights of others are basic. Self-control, good habits, and responsible freedom result in Christ-like behavior and educational success. Teachers and staff have the authority to preserve conditions that are essential to learning. All staff has the right and the obligation to correct any student misbehavior.

Along with the administration and staff, parents and students are expected to take an active role in helping to create a positive learning environment. Parents are asked to be positive when discussing school experiences with their children. It is important that the policies of this handbook are followed when a concern or disagreement arises.

Students’ responsibilities for achieving a positive environment at school or at school-related activities include:

- Being respectful of others and self
- Being honest regarding all aspects of interpersonal relationships and school work
- Obeying school rules
- Being responsible for one’s actions
- Practicing self-control
- Being prepared for each class with appropriate materials and assignments

If a student chooses to misbehave, he/she must accept the consequences. St. Augustine School follows the policies and procedures included in the Archdiocese of Louisville Handbook For Elementary Schools.

INFRACTIONS OF THE CODE OF CONDUCT AND THEIR CONSEQUENCES

The following infractions are examples of **minor** infractions and will be handled by teacher discretion. Teacher discretion may include warnings, phone calls to parents, or mandatory after-school time spent with the teacher.

- Hallway misbehavior (talking, running, touching)
- Name calling
- Disrespectful/inappropriate behavior in church
- Violations of classroom or grade level rules (Based on displayed classroom rules)
- Disruptive behavior during class
- Non-preparation for class
- Bathroom, playground, cafeteria or bus duty misbehavior
- Chewing gum or eating food without permission
- Uniform Violations

The following infractions are examples of **major** infractions. The consequences for major infractions follow the list.

- Theft
- Fighting or threatening to inflict physical harm
- Harassment
- Sexual harassment or sexual misconduct
- Lying to or about an administrator, faculty or staff member
- Forgery or falsifying any signature
- Cheating
- Repeated infractions

The following are possible consequences for **major** infractions:

- Student, parent, teacher, principal conference
- In-school suspension
- Out-of-school suspension. Out-of-school suspension will be assigned for an indefinite period of time for the following infractions:
 - Carrying a deadly weapon or its facsimile onto school grounds
 - Physical aggression toward staff or students
 - Selling, using or possession of illegal goods on school property
 - Active participation in a gang
 - Conviction of an illegal act committed in or out of school
 - Any action that would be detrimental to the reputation of the school, whether the action took place on or off school property. Dismissal may result after one to three suspensions, whether in school, out-of-school, or a combination of both. Dismissal may also result from repeated major infractions or a belligerent attitude and refusal to make efforts to improve.

In cases of theft or vandalism, property will be paid for or replaced.
In cases of cheating, involving students in grades 4-8, a grade of zero will be given to all involved. In primary grades, students caught cheating will complete the assignment during the recess period.

ANY OR ALL OF THESE STEPS MAY BE OMITTED AT THE DISCRETION OF THE ADMINISTRATION. IN THE CASE OF OUT-OF-SCHOOL SUSPENSION, NO CLASSWORK OR TESTS MISSED CAN BE MADE UP.

PLAYGROUND RULES

The playground is an extended physical education area and must be respected as such. The students will be involved in organized play. PE equipment is reserved for PE classes. The students will be allowed to play outside for at least fifteen minutes a day, weather permitting. Consideration will be given to the younger students.

SWINGS

- One student on a swing at a time
- Students will swing and not twirl
- Students will not push each other

SLIDING BOARD

- One student on the slide at a time
- Students should come down the slide facing forward and sitting
- Students should enter the slide using the steps

CLIMBING EQUIPMENT

- The students will not be permitted to congregate or sit on or under the equipment.

Teachers will actively supervise the playground area.

Playground balls should be kept away from stationary equipment.

RESTROOM RULES

The students will go in silence as a class to the restroom. They will use the facilities, wash their hands and leave. Teachers will limit the restroom to five students at a time.

BUS DUTY

Morning Bus Duty

Students will be seated in the designated areas and will remain seated until the bell rings. No toys are to be brought for play during this time.

Afternoon Bus Duty

The afternoon dismissal bell rings at 3:00 pm. The students will be escorted to the gym for bus riders and walkers or outside for car riders. The students who ride the buses and walkers will wait quietly in the gym until the car riders have left the school grounds. At that time, the teachers on bus duty will escort them outside.

BUS CONDUCT

The Marion County School System provides transportation. A student may be denied this privilege for serious misconduct. All riders are expected to conduct themselves properly at all times. After notifying the student's parents or legal guardians, offenders will be suspended from riding the bus when it is deemed necessary. Students are taught guidelines for bus safety, and evacuation drills are conducted four times each school year. Students will:

- Board and leave the bus in an orderly manner
- Avoid loud talking and boisterous conduct
- Keep arms and hands inside the bus
- Remain seated until the bus stops
- Obey the bus driver
- Obey any other rules determined by the Marion County Board of Education including the following

STATE REGULATIONS WILL NOT ALLOW ANY BALLOONS, ANIMALS, JARS OR OTHER SUCH ITEMS TO BE TRANSPORTED ON KENTUCKY BUSES.

CAFETERIA

A federally supported lunch program is offered to students who wish to purchase it. Milk and juice are also offered for sale. Lunches are available at a free or reduced rate for those who qualify. Application forms are available during the first week of school. Students must adhere to proper behavior during the lunch period and obey the monitor on duty.

A computerized payment system has been implemented in the cafeteria. Each student is given a three-digit personal identification number (PIN). Money is put into the account and the following options are available for use:

Cash on Account – Unlimited meals and snack items can be purchased.

Prepaid meals only – Meals purchased only

Cash on the line – Students pay as meals or snack items are purchased.

The privacy of the student is protected with this system.

CAFETERIA RULES

- The students must WALK at all times; no skipping or running is allowed.
- The students must talk quietly to the people at their table. They are not allowed to yell or talk to the students sitting at another table.
- The students cannot play with their food, sell their food or share their food.
- The students should never touch another student's food.
- All students must SIT at the table with both feet on the floor.
- Before they leave the cafeteria, the students must clean their trays, table and the floor around their table.
- Candy and soft drinks are not permitted as part of the lunch program.
- No **FAST FOOD** is permitted.

The cafeteria is designated as the place to eat lunch. It must never be confused with the playground area.

NON-DISCRIMINATION POLICY

St. Augustine Parish School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other school administered programs.

ADMISSIONS

To be eligible for kindergarten, a child must have reached the age of five by October 1st of the current school year. To be eligible for first grade, a child must reach the age of six by October 1st of the current school year. Baptismal and birth certificates are to be presented at the time of registration. Other required documents are physicals, eye exams and immunization records. Students wishing to enroll or transfer to St. Augustine must make application to the school. A parent or guardian must accompany a student at the time of registration. Records from the other school must be reviewed before entry is accepted. Updated physical exams and immunizations are required for all prospective students. Any student who is entering school for the first time or who is entering the sixth grade must have physical and updated immunization records.

When classes reach the designated limit, the guidelines to be followed for incoming students are: (A) Catholic students living within the parish; (B) Catholic students living outside the parish; (C) Non-Catholics. Payment of tuition may also affect this order of preference.

TUITION

There is a tuition charge for every family attending St. Augustine Parish School. The charge is based upon the number of students attending from a family and parishioner or non-parishioner status. To qualify for the parishioner rate, the parents or legal guardian must be registered and active members of St. Augustine parish. The School Board and the Finance Council determine the tuition fee yearly. It is imperative that all families keep their fees current. Failure to do so will result in the student/students being removed from the school. The tuition committee will work with any family that may have a hardship in order to arrive at an agreement for tuition. There is NO refund policy regarding tuition.

Tuition will be collected by the SMART Company. Parents have the option to adopt a payment plan or to pay in full.

FINANCIAL ASSISTANCE

Financial assistance forms are available for students of St. Augustine Parish School each year during pre-registration that is usually held during Catholic Schools Week. Financial assistance may be received from the Archdiocesan Endowment for Excellence, the Archdiocesan Financial Aid Fund, the St. Augustine Gifts from God Endowment, the Adopt-a-Student Program funded by the parishes of Marion and Taylor counties and the St. Augustine Tuition Assistance and the St. Augustine Scholarship Fund.

ASSESSMENT

Grades K-2 use a skill assessment. Grades 3-8 use a percentage scale: A is 93-100; B is 85-92; C is 75-84; D is 70-74 and U is below 70.

STANDARDIZED TESTS

St. Augustine School provides standardizing testing for students in grades 3,5, and 7. The school office should receive the test results by the first of June. If they are received before the end of school, the results will be mailed with the final report card. Otherwise, the parents may pick up the results in the office.

PROMOTION AND RETENTION

(#6360 in the Archdiocesan Handbook)

Academic consideration for progression shall be determined on the basis of two or more of the following:

1. Teacher evaluation of the pupil
2. Acceptable ability-related achievement of a pupil on a standardized test
3. Pupil progress toward mastery of the Archdiocesan outcomes

The decision in regard to retention will be made by the teacher(s), principal, parents, and counselor.

A possibility of retention will be communicated in writing to the parents and

student prior to March 1.

The teacher will keep written documentation of all conferences, phone calls and materials concerning retention.

When the parties involved cannot reach a consensus, a student may be placed at the next level. The following is required:

1. Documentation regarding the conditions (becomes part of the student's permanent record file)
2. Signatures of teacher, parents, and principal on documentation

REPORT CARDS

Report cards are distributed three times during the school year. All financial obligations must be met before report cards or records are released. This includes tuition, fees, lunch account, Extended Care charges and program fees. The final report card will not be mailed until all financial obligations are paid for.

HOMEWORK

Homework is based on the material that has been taught in school. The types of assignments include studying, writing, or a combination of both. According to the Archdiocesan Handbook, assignment time should be:

Grades 1-2 30-40 minutes

Grades 3-4 40-50 minutes

Grades 5-6 60-75 minutes

Grades 7-8 75-90 minutes

Homework is due on the date assigned by the teacher. Homework is intended to develop initiative, responsibility, independent thinking, and to extend knowledge.

ABSENCES

Parents are urged to send their children to school regularly. Absences from school and EARLY DISMISSALS cause hardships on both teacher and student. According to school policy, the only valid reasons for a student's absence are the student being ill or a death in the family. All work missed shall be made up as soon as possible. Parents shall call the school in case of absence. Any student absent **MUST** bring a note signed by the parent or guardian. After **four** consecutive absences a student must have a signed doctors excuse explaining the absence. Excessive absences could result in retention.

A student arriving after 11:30 am is charged with a half-day absence. A student leaving between 11:30am and 2:00 pm is charged a half-day absence. A student leaving after 2:00 pm is considered early dismissal.

Students who are absent on a school day may not participate in extracurricular activities that day. An exception is made if the absence is for only part of the day and it is for a medical or dental appointment.

Absence because of trips is excused only if prior notification is given to the school and arrangements are set to make up classes missed.

Excessive absenteeism is detrimental to a student's progress. A notice will be sent to parents whose children have an unacceptable number of absences. A conference with parents may be requested to discuss the situation.

EARLY DISMISSAL

The school day is from 8:15-3:00. Parents are requested to make doctor and dentist appointments during out of school hours whenever possible. Parents are also asked to limit early dismissals for their children to medical or dental appointments. The same rules applied to frequent tardiness will be applied for frequent early dismissals. Each 5 early dismissals will be considered as 1 day of absence. Medical or dental appointments will be excused.

TARDINESS

The school day begins at 8:15 am. Any student who arrives after 8:20 a.m. will be marked tardy. Tardiness interferes with the student's progress in school and a conference with the principal may be necessary to resolve this situation. Students are not marked tardy if the bus arrives late. Excessive tardiness will affect attendance status. Students who are consistently late may be charged with absences for time missed.

A student will be charged with 1 day absence for each 5 times of tardiness.
Tardiness because of medical or dental appointments will be excused.

CALENDAR

Because of the need to use Marion County buses to transport the students, St. Augustine School will follow the calendar established by the Marion County Board of Education as well as the calendar established by the Archdiocese of Louisville.

In addition to the county calendar, two days for parent/teacher/student conferences are included.

RECORDS

The Family Educational Rights and Privacy Act gives parents and students the right of access to records.

Permanent

The Permanent Record serves as an educational history, permanently, and is centrally maintained by the school for each student who has been in attendance. When a student enters a school for the first time, a permanent record is established for that student. This record remains in the active current file as long as the student is in the school.

Health

The health record is kept in the school file and is updated yearly.

Academic

At the end of the school year the code transferred to the permanent record should summarize the total year's work. The total days absent and times tardy are also transferred to the permanent record.

EMERGENCY FORMS

Each family is required to fill out an emergency form. This form is used in the event that a parent or guardian needs to be reached during the day. Current information is essential. If a phone number or address changes during the course of the school year, please notify the school immediately. If it is an unlisted number, please make a notation on the form and the wish for confidentiality will be honored. A copy of all emergency numbers will be kept in the school office.

EMERGENCY CLOSINGS

In the event of severe weather, school closings will be announced on WLSK (270) 692-3127, WLBN (270) 692-3126, WMQQ (859) 336-7762 and WHAS, as early as possible. Please listen to the local radio station for information. Also listen for changes in bus schedule pick-ups. St. Augustine School follows the Marion County School schedule when there is severe weather. When school is dismissed early because of weather or other emergencies, there will not be extended care or daycare. If Marion County schools are closed for reasons other than severe weather, such as illness, the decision to close St. Augustine will be made by the St. Augustine administration. Notice will be given to the radio and TV stations of this decision.

EVACUATIONS

Should it be necessary to evacuate the school building for a prolonged period, the faculty and students will be sent to the Parish Center. If the students need to be dismissed, an announcement will be made on the local radio stations.

ACCIDENTS

Any injury occurring at school that requires a doctor's attention or keeps the student out of class must be recorded on the Student Accident Report. One copy of said report is sent to OLFE; the other is filed in the school office. The parent/guardian or emergency contact person will be notified as soon as possible.

USING THE TELEPHONE

The school phone number is (270) 692-2063. **Students are not allowed access to the telephone without permission. In an attempt to teach responsibility, every student will be refused access to the telephone for forgotten material such as homework, lunch, or permission slips.**

CELL PHONES

If parents believe it is necessary for a student to have a cell phone at school it **must** be turned off and out of sight until after school dismissal. Cell phones may not be used for picture taking, game playing, Internet or e-mail access, texting, harassment or threatening. If a student violates this, the phone will be confiscated and must be picked

up by the parents. The student will also forfeit the privilege of bringing a cell phone to school.

GAMES

Students should not bring electronic games and other expensive items to school. This includes IPODS and other such items. St. Augustine School will not be responsible for damages to or loss of any these items. Parents are asked to check to see that their children are following these guidelines.

DISPENSING MEDICATION

Aspirin, Tylenol, cough and cold medicines, cough drops, chap sticks and other products or medications that read “keep out of the reach of children” shall not be brought to school without written authorization from the student’s parent or physician. Written authorization must include the child’s name, name of drug, dosage, purpose, time of day it is to be given, side effects, and storage instructions. **The medication must be brought to school in its original container.** It will be kept locked in the office and will be available to the responsible school personnel.

The possession or use of any alcohol, chemical drug or drug derivative classified as a stimulant or depressant is prohibited on school grounds or at any school sponsored function.

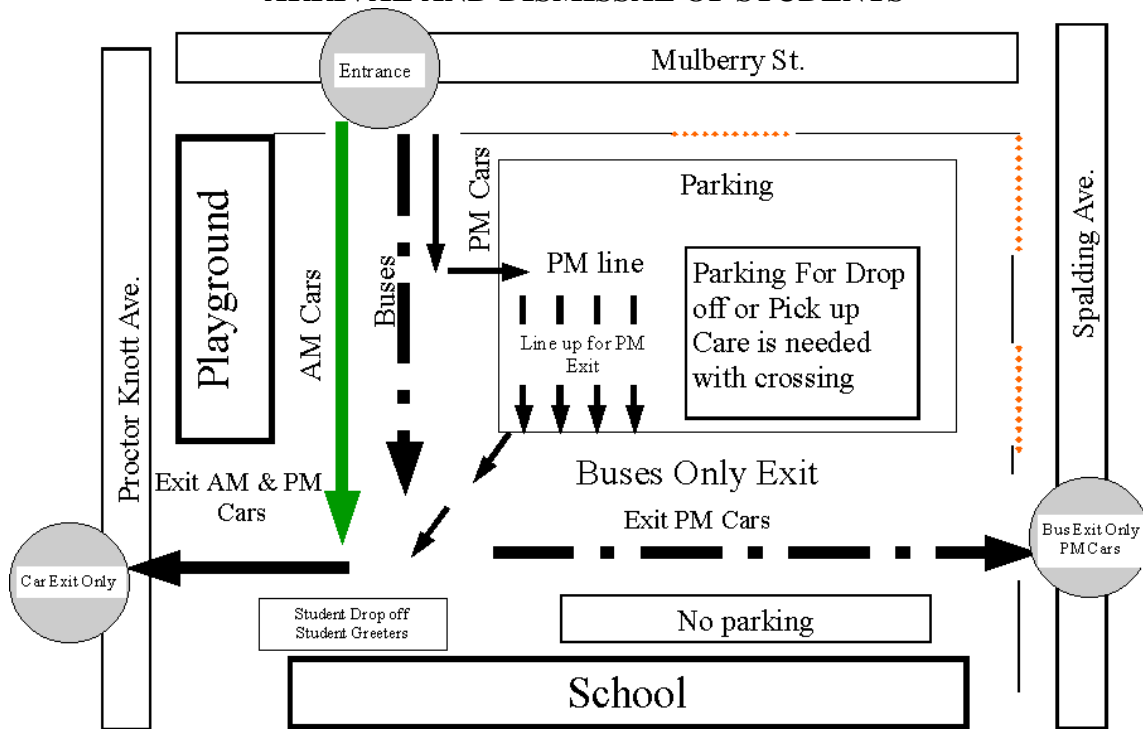
PARENTS/VISITORS

We welcome all parents, as well as any other visitors who have a sincere and appropriate interest in the school. To get the most from a visit and for the welfare of the students, these rules must be followed:

1. Check with the student’s teacher before coming.
2. All parents and visitors will enter the school through the outside office door on the south side of the building.
3. Register in the office and attain a “Visitor” badge, which must be prominently displayed at all times. Parents and visitors not wearing a badge will be told to return to the school office.
4. Go to the designated area or classroom.
5. When leaving the building, return to the office to sign out and to return the badge to the school secretary.

All school doors are locked at 8:30am and will remain locked until 3:00pm.

ARRIVAL AND DISMISSAL OF STUDENTS



School Traffic Pattern for Safety of Students

CAR RIDERS PROCEDURE

In the morning and afternoon, cars will enter from Mulberry St. and exit through Proctor Knott Ave. Parents who wish to escort their child/children into the school building must remove their car from the parking lot by 8:30 am. This includes those parents who will be chaperoning field trips or remaining in the school building.

During afternoon dismissal, all cars will exit onto Proctor Knott Ave or Spalding Ave. This will ensure the safety of the students who walk down Spalding Ave. Any parent or visitor who needs to enter the school building to pick up a child before the afternoon dismissal or who may have other business in the school must park in the south parking lot behind the school and enter through the school office. **To help avoid confusion in the office at dismissal time, parents are discouraged from coming into the office to pick up students because they want to avoid sitting in the car lines. Announcement are made at 2:40. The warning bell rings at 2:45. The teachers and students need the fifteen minutes at this time to prepare for dismissal. Students will not be dismissed from the classroom until 3:00pm unless it is an emergency. Parents are asked not to request special consideration in this matter.**

DISMISSAL ROUTINE

The bell will ring at 3:00 pm. The teachers will escort all students to the gym or outside to be picked up by a designated person. All students are to be picked up through the car lines; pickups from the street or sidewalks are prohibited.

ANY CAR RIDER LEFT ON THE SCHOOL GROUNDS AFTER 3:20 PM WILL BE TAKEN TO EXTENDED CARE AND A REGISTRATION FEE OF \$25.00 AND \$5.50 PAYMENT WILL BE REQUIRED

AFTERNOON DISMISSAL PLAN

Those students riding the early busses will be in the front hall by 2:50. The designated staff member will take them to the bus outside to the parking lot.

When the 3:00 dismissal bell rings, ALL homeroom teachers will accompany their students outside to the parking lot. Bus riders and walkers will go to the gym. Extended Care students will go to the cafeteria.

Teachers on Bus Duty: one goes to the gym with the bus riders and walkers and the other one goes outside. Each day the bus duty teachers from the day before will be in charge of the dismissal of the cars and will stay until the last car has left the parking lot.

Students are to go directly to the waiting cars. Parents and teachers are not to have discussions about classroom behavior, etc. at this time. Unless they are taking a specific student to a car, the teachers should remain near the sidewalk. When all students are in cars, the cars will be dismissed, with one line going toward Proctor Knott and one exiting on Spalding. Any student waiting for a car that has not arrived must stay on the sidewalk or near the gym entrance.

Bus riders and walkers waiting in the gym will stay seated on the bleachers, speaking in moderate tones. Extended Care students and others will stay out of the gym until bus riders have left. When taken outside to the busses, the students will wait in a line or small group (depending on the size of group), again speaking in moderate tones. They are not to be running around, etc. The students on the last bus may be allowed to play since it is a while before the bus comes, but they must be in sight at all times.

Students walking downtown must exit from the sidewalk onto Spalding. No one is to cut through the parking area. Neither is a student to go to a car, then go downtown. A student intending to walk downtown is not permitted to get in the car of another parent unless that student's parents have sent a written note giving permission to do so. Students that have walked downtown may not return to the school playground if there are bus riders still waiting or if the Extended Care students are outside. This policy applies even during basketball season. The bus and Extended Care monitors cannot be responsible for students not in their programs.

LOST AND FOUND

A lost and found box has been placed in the school office. Anything other than books, folders, or eyeglasses will be placed in the box. Items not redeemed within one month may be taken to a charitable organization.

SCHOOL PROPERTY

If furniture, desks, or equipment are destroyed or marred through carelessness, the student will be expected to pay the expense entailed.

Textbooks

All textbooks are the property of St. Augustine Parish School and are to be kept in good condition. If books are lost or damaged they must be replaced. Books used daily by the students must be kept covered and must be carried in a book bag.

NO SMOKING POLICY

In order to be eligible for federal funds the No Smoking Policy, in compliance with the Pro-Children Act of 1994, has been implemented. St. Augustine School is a “smoke free” facility. No smoking is permitted any where in the building.

BULLETINS

In order to maintain communication between home and school, notes are frequently sent home with the students. Please impress upon the student the importance of delivering notes from school to home so that the parents are fully informed about various matters. The faculty and staff will try to send all notes, permission slips, graded papers and homework in a **Wednesday** folder. The folder will include a weekly newsletter from the principal.

EUCCHARISTIC CELEBRATION

All students at St. Augustine Parish School must participate in the Eucharistic Celebrations scheduled weekly. The classes plan and prepare the liturgy on their respective days. All students are required to participate in religion classes and all prayer activities.

FAMILY LIFE

The Family Life Program has been incorporated into the Religion classes. This is coordinated between health and religion classes, and is designed to help young people develop healthy attitudes of Christian family living.

ALCOHOL AND DRUG PROGRAM

St. Augustine School participates in the D.A.R.E. program for students in grade 5 and students in grades 6-8 participate in the KIP and Life Skills program. Grades K-5 participate in an alcohol and Drug program presented by Marion County Health Dept. The classroom teacher also implements drug and alcohol education in other areas of study.

LIBRARY

The library is equipped with volumes of reference material, fiction, and easy-to-read books. Each class has regularly scheduled weekly visits. Students are permitted to check out books. A lost or damaged book must be replaced at its original cost. A Book Fair is held in the fall to help increase the inventory. A Buy One, Get One Free Fair is held in the spring to promote summer reading materials.

TITLE 1 READING AND SPEECH PROGRAM

St. Augustine School follows the guidelines used by the Marion County School System in order to identify students who will participate in the speech and reading program. A therapist provided by the Marion County School System offers speech therapy. The school- therapist will contact parents if a child needs therapy. Title I Reading classes are held weekly for those students who qualify.

SPECIAL EDUCATION PROTOCOL

(Copied from the Archdiocesan Handbook)

For those students enrolled in our schools who are experiencing learning difficulties, a school Strategy Team meets to write a **Strategy Plan** which identifies specific goals and strategies which are directly related to the student's strengths and needs. The **School Strategy Plan** is shared with parents and teachers keep ongoing documentation of the teaching strategies they are utilizing as well as the results of those strategies. The **Strategy Plan** is evaluated/revised after a designated period of time. If/When it is determined by the school Strategy Team that formalized testing information is needed, a request for a psycho-educational assessment will be made.

For those students enrolled in our schools with a diagnosed disability, **Section 504 Plans** are written. The school will convene a meeting of a 504 Team whose members consist of school personnel, parents, and the student-when appropriate. This team collaborates to identify the accommodations, which can be provided to enable the student to become a more successful participant in a particular class setting. These accommodations may include strategic teaching strategies, modified curriculum, and adjustments in grading practices. All members of the 504 Team are asked to sign an agreement stating the responsibilities and rights of all parties. Documentation is kept on student progress and reconvening dates are established to evaluate the **504 Plan**. It is required that current formalized assessment information be provided to the school and updated every 3 years.

If needed, the Archdiocesan Special Education Consultants are available to consult with schools on particular students and to offer assistance after the following:

1. The initial parent/teacher meeting has been conducted.
2. All accompanying checklists have been completed.
3. A School Strategy Plan has been implemented for at least 4-6 weeks.
4. All team members in a reconvening meeting have reviewed the plan.

Please refer to the Archdiocese of Louisville Intervention Protocol and Appendix VI-A for more specific information.

COUNSELING

A certified counselor will be available 3 1/2 days each week. Counseling services are available to any student in St. Augustine School. Written authorization is required from the parent.

ST. AUGUSTINE FAMILY BUILDERS PROGRAM

St. Augustine School is a Family Builder's School. Family Builders is a family/school collaboration initiative of the Archdiocese of Louisville committed to the academic and social competence of children within a systemic family and community context.

On-Site problem solving occurs through the teamwork of school officials, parents, professionals, and other members of the faith communities. Staff support and clinical supervision for the Family Builders Program come from Family Counseling at the Center for Family Ministries of the Archdiocese of Louisville. On site services are provided by mental health professionals and possibly clinically supervised interns from local and regional institutions offering masters and doctoral degrees in counseling.

The Family Builders On-Site Coordinator/Counselor provides direct services to the student and family, and manages the counseling caseload. The Family Builders On-Site Coordinator and counseling interns (if applicable) working at St. Augustine School provide individual, group, and family therapy services that are delivered during school hours.

Referrals will be made and determined by the On-Site Coordinator and/or intern. The therapy services are free of charge. The On-Site Coordinator/Counselor can be contacted at (270) 692-2063.

Parent permission is required before a student is seen for counseling sessions. Exceptions are made when there is a legal requirement to report any signs of abuse or neglect, when a student wishes to share information regarding safety of self or others, or when a student is in need of immediate attention due to conflict with others or an emotional outburst at school.

PEACE BUILDERS PROGRAM

The Peace Builders program is a school-wide program that creates an environment in which adults and students work together to build a positive climate for learning. Peace Builders is based on solid research and has a strong theoretical foundation. Through the Peace Builders Program, peace is increased through positive, respectful behaviors and violent and disruptive behaviors decrease. A common language is used and high expectations become the St. Augustine School norm.

PEACE BUILDERS PLEDGE

The entire school recites the Peace Builders Pledge each morning during morning announcements. The Peace Builders pledge reads as follows:

I am a Peace Builder, I pledge...to praise people, to give up put downs, to seek wise people as advisors and friends, to notice the hurts I have caused and make amends, to right wrongs, to help others. I will build peace at home, school and in my community each day.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities spark enthusiasm, develop good sportsmanship, promote citizenship and promote harmonious relations throughout the school. Some of the activities St. Augustine offers are: basketball, cheerleading, volleyball, baseball, 4-H, choir, conservation, Book Bee, swimming, student council and a speech team.

FIELD TRIPS

Each class will be allowed one field trip per trimester. Field trips will be taken to enhance the curriculum. Advance planning and preparation shall be made and discussed with the principal. Only students in the given grade level will be allowed to go on the field trips. **Siblings will not be allowed to attend.**

Each student must have a permission slip signed by his/her parent(s) or legal guardian, in order to participate in any activity away from the school grounds. A student who has not returned a permission form signed by his/her parent or guardian may not accompany the group.

Participation in field trip activities is considered a privilege for the students. This privilege can be denied a student if the parent, teacher and/or principal feel it is necessary. **When field trip groups return to school, the parents who accompanied their children on the trip are asked not to request the dismissal of any siblings. It is very disruptive to the teacher and classes to have unexpected interruptions.**

Policy regarding eighth grade overnight trips at end of the year: St. Augustine does not sponsor such a trip because of liability reasons. In order to protect the parish from such liability, the following guidelines are used:

(1)"St. Augustine" should not be used on stationery or account name.

- (2) Teachers should not be involved in any way during school time.
- (3) The school shall not be used as a means of communicating about the trip.
- (4) The parish's identification number shall not be used for such purposes.
- (5) Meetings about the trip shall not be held on school grounds.

While such a position is regretful, we would be remiss in good stewardship if the parish, including the school, were put in jeopardy.

If any individual or group of individuals requires further clarification or discussion, please do not hesitate to contact the principal or pastor for honest and open dialogue. We can easily dispel a great deal of hurt feelings, myths and confusion by acting in a manner appropriate to the spirit of a Christian community.

FINE ARTS PROGRAM

The Fine Arts program consists of art, music and drama. There are scheduled art and music periods for all grades. There are two all-school productions: a special Advent Mass and a spring play. The students are required as part of the curriculum to participate. Adjustments in scheduling will be made on an "as needed basis". The eighth grade obligation for the spring production will require a number of afternoon practices. All students are required to participate in the afternoon and evening shows of the Christmas and spring productions. Details and schedules will be sent home for each of the events. The school choir may participate at other Masses during the school year.

TORNADO, FIRE, DISASTER AND EARTHQUAKE DRILLS

Tornado, fire, disaster, and earthquake drills occur as directed by the Archdiocesan Lifelong Formation and Education Office.

BOMB THREATS

If a bomb threat is received, the police are immediately notified. The police determine the course of action. The Archdiocesan Office of Lifelong Formation and Education is then notified of this plan of action.

SEARCH AND SEIZURE

The principal may request a student to empty pockets, book bags, purses, socks, shoes, etc., if the student is believed to be carrying a dangerous item or if the student is suspected of theft. If warranted, the principal shall search the child's person or personal belongings. Parents shall be contacted and, if the condition becomes extreme, the police will be called. Confiscated items not given to the police will be returned to the parents or to the rightful owner.

Items such as, but not limited to, questionable books and pictures, white-out, cigarettes, knives, matches, radios, toys, pagers, video games, laser lights or any object that will detract from a learning situation are not allowed at school at any time.

BOOK BAGS

For safety purposes, students are required to carry only clear or mesh book bags

P.T.O.

All parents are automatically members of the P.T.O. The primary purpose of the P.T.O. is to be a forum for exchanging and sharing ideas regarding education today. The P.T.O. works generously to raise funds for purchase of needed materials that will benefit all students of St. Augustine School.

NOVEMBER SOCIAL

The major fundraiser each year is the November Social-referred to as the “Turkey Social”. This is a total parish community endeavor. The total amount raised goes into the school budget and helps to keep the tuition as low as possible. Since every family receives benefits from the Social EVERY family is required to participate by donating requested items and working at the assigned times and places.

PARENT/STUDENT/TEACHER CONFERENCES

Conferences are the primary source of communication among parents, teachers and students. Conferences are held for all students twice a year. The student must be present at the conference. Students will be marked absent if not in attendance at the conference. Teachers or parents may request a conference when believed necessary.

NON-CUSTODIAL PARENT

All divorced parents shall furnish the school with a copy of the custody (only) section of the divorce decree. In the absence of a court order, the school shall provide the non-custodial parent access to academic records and other school-related information regarding the student. This information will help us determine when, if ever, a student can be released to the non-custodial parent.

BIRTHDAYS / SPECIAL OCCASIONS

Parents who wish to bring food to the classroom to celebrate a birthday must receive the homeroom teacher's permission at least one week in advance of the day. Failure to receive permission may result in the food not being accepted at the discretion of the classroom teacher. It is requested that any food brought be nutritious. Too much sugar and empty calories can be harmful to the students. Except on rare occasions, classroom parties will not be held before lunch.

Any flowers, balloons, cards, or gifts for birthdays or other occasions sent or brought to the school will not be delivered to the student. They will be given at the end of the day. Party invitations will not be distributed at school unless there is an invitation for every student in the class. Gifts to individual students may not be given in school unless it is part of a class project.

UNIFORM CODE

The uniform code does not change as new fashion trends appear. This code is to be followed at all times by all students.

Appearance

No make-up or dangling earrings for girls in any grade.

Boys shall not wear earrings.

Presentable haircuts—Boys' hair shall remain above the collar and above the brows.

Hair must be its natural color, no bleached or artificial color.

All shirts must be completely tucked in.

Any jewelry worn must be kept to a minimum and be appropriate with a uniform.

Any student deemed to be wearing excessive or inappropriate jewelry will be asked to remove it. This includes necklaces and bracelets. This determination will be made by the principal.

BOYS

Navy Blue Pants

Any trim, logo, brand name, light blue or faded pants are not considered acceptable as uniform. No blue jeans, corduroy pants, cargo pants, sweat pants, bell bottoms of any type may be worn.

Navy Blue Sweaters or Sweatshirts or Red Sweatshirts with St. A logo

Any style of solid navy blue sweater may be worn. No designs or prints are allowed on the sweater. Hooded sweaters or sweatshirts are not permitted to be worn in the classroom.

Light Blue Shirt with Collar or Red Polo Shirt with St. A logo

Long and short sleeves are permitted. Shirts must not have a company logo, and MUST be tucked in and buttoned.

Light Blue Knit Shirts

Must have at least 2 or 3 buttons, and a collar buttoned and tucked in. They shall be free of any logo. No tee shirts, cowl collars or collarless shirts are permitted. Any short sleeve T-shirts worn under the uniform shirt must be for added warmth and must be white without print.

GIRLS

Solid White Tailored Blouses

Long or short sleeve; must have a plain collar. No lace, ruffles or logo allowed.

White Knit Shirts or Red Polo Shirt with St. A logo

Must have at least 2 or 3 buttons, and a collar, only St. A logo allowed. Any short sleeve T-shirt worn under the uniform shirt must be for added warmth only and must be white without print.

White Turtleneck

In cooler weather, the girls may wear white turtleneck shirts with uniform shorts, skorts, skirts, pants, or jumpers.

Sweaters or Vests

Solid navy blue or solid white sweater, or navy blue vest of any style without logo may be worn. No hooded sweaters or sweatshirts are permitted to be worn in the classroom.

Navy Blue Slacks

Any trim, logo, brand name, light blue or faded slacks are not considered acceptable uniform. NO blue jeans, corduroy, cargo, hip huggers, stretch pants, sweat pants, bell-bottoms, flare legs of any type may be worn.

Skirts

These must be navy blue uniform skirts with pleats and fingertip length.

Skorts

Must be navy blue, fingertip length. May be worn year-round.

Jumpers

PLAIN FRONT jumpers are worn by K-6; same length as shorts.

Middle school students ONLY.

Tan uniform, Pants, Skorts, Skirts, or Shorts

No trim, logo, brand name, jeans, corduroy, cargo, hip huggers, stretch pant of any kind is allowed. Students may wear either light blue or white shirts. Only standard uniform attire is permitted. Sweatshirts are to be navy blue or red with St. A logo. Only the St A logo is permitted on all shirts and sweatshirts. Middle school students are not to wear T-shirts under the shirt. If additional warmth is needed, the students are to wear the St. A sweatshirt.

ALL STUDENTS

Uniform Shorts

No trim allowed; light blue or faded shorts are not considered to be uniform. Shorts with the brand names on them shall not be worn. NO blue jean, corduroy or cargo shorts of any type may be worn. The length shall be no shorter than one inch above the knee or shorter than three inches above the back of the knee. Shorts may be worn year-round. Parents are asked to take particular notice of length of shorts in the later months.

Navy Blue Sweatshirt or Red Sweatshirt with St. A logo

Only a plain navy blue sweatshirt or a navy or red sweatshirt with a St. Augustine logo, may be worn in the classroom. A uniform shirt (not a T-shirt) must be worn under the sweatshirt. No hooded sweatshirts are allowed to be worn in the classrooms.

Socks

For health reasons, socks must be worn at all times. **SOCKS WITHOUT LOGO MUST BE NAVY BLUE OR WHITE. SOCKS MUST COVER ANKLES AND SHOW ABOVE THE SHOES.** Girls may wear white or navy tights. This policy applies at all times including uniform break days.

Shoes

For the safety and protection of the students, closed-toe, closed heel rubber-soled shoes with a tie, Velcro or buckle closures are required. Shoes must be tied at all times. **Flip flops are not permitted on any occasion. “Wheelies” and similar types of shoes are not permitted.** The present popular type of shoe is “CROC”. If a student wears cros, they **must be of the proper size and the back of the straps must remain on the heels at all times.**

Belts

Belts must be worn with slacks and shorts at all times, unless slacks or shorts have elastic waist.. A black, blue or brown one-hole buckle belt is the standard. Belts are not to be ornate with stones, grommets, ribbons or large metal buckles. Parents of kindergartners are asked to purchase pants, shorts, skorts, with elastic waists for their children.

Uniform Break Days

Out-of-uniform days are given to the students at the discretion of the principal.

Shorts, Skorts, and Skirts worn on uniform break days must follow uniform guidelines. No tank tops or sleeveless shirts of any type may be worn. Clothing worn on these days shall not reflect anything contrary to the values of this school (e.g. alcohol or drugs). Jeans are not permitted on uniform-break days. Permission to wear jeans is at the discretion of the principal. Socks and sensible shoes must also be worn on these days.

Uniform Violations

A NOTE WILL BE SENT TO PARENTS TO ALERT THEM OF UNIFORM VIOLATIONS. In the case of repeated violations, the parents will be called to bring proper uniform attire to the student. Repeated violations may result in consequences such as loss of recess for the elementary students or after-school detention for middle-school students. Teachers will give consequences for occasional violations that may occur.

TECHNOLOGY USER AGREEMENT

St. Augustine School has adopted the “INTERNET AND ELECTRONIC MAIL USER AGREEMENT” from the Archdiocesan School Handbook to be used as our user agreement.

“Access to Electronic Mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet in the form of information, resources and opportunities for collaboration exceed any disadvantages.

To that end, the Archdiocese of Louisville has set the following standards for using on-line information sources.

6. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The network is provided for students to conduct research

and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege---not a right.

7. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers would always be private.
8. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.
9. The following are not permitted:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting or threatening others
 - Damaging computer systems or computer networks
 - Violating copyright laws
 - Submitting documents from the Internet as own work
 - Using someone else's password
 - Trespassing in someone else's folder, work or files
 - Intentionally wasting limited resources
 - Using the network for commercial purposes
10. Violations may result in loss of access as well as other disciplinary action. (Appendix VI-C, archdiocesan Handbook)

RIGHT TO AMEND

St. Augustine Parish School reserves the right to change policies and procedures contained in this handbook. Parents will be given prompt notice of any change.

SCHOOL NUMBERS

School Telephone: (270) 692-2063

School Fax: (270) 692-6597

School E-mail Address: staschool@kyol.net

Website: www.staschool.com

SCHOOL ADDRESS

St. Augustine School
236 S. Spalding Avenue
Lebanon, KY 40033

ST. AUGUSTINE PASTORAL STAFF

Reverend Gerald L. Bell, Pastor	Mike Luescher, DRE/ Youth
Rev. Pablo Hernandez, Associate Pastor	Sherry Howard, Music Director
Joe Dant, Deacon	Mrs. Alicia Riggs, Principal
Kathy Shannon, Pastoral Associate	Pam Williams, Parish Bookkeeper
Libby Mattingly, Parish Secretary	

ST. AUGUSTINE SCHOOL ADVISORY COMMITTEE

Reverend Gerald L. Bell, Pastor	Mitchell Mattingly
Rev. Pablo Hernandez, Associate Pastor	Jude Buckman
Mrs. Alicia Riggs, Principal	Gina Carter
Nina Sandusky, PTO	Dana Thomas
Kate Palagi, PR	Joann Wright
Jodi George	Mary Ann Vanderveer
Hope Winebrenner	

SAINT AUGUSTINE SCHOOL FACULTY AND STAFF

Mrs. Alicia Riggs	Principal
Mrs. Amanda Whitlock	School Secretary
Mrs. Erika Sprowles	Counselor
Mrs. Chasity Smith	Preschool
Mrs. Gina Carter	Kindergarten
Mrs. Gloria O'Bryan	First/Second Grade
Mrs. Cindy Bland	Third Grade
Mrs. Nancy Higdon	Fourth Grade
Mrs. Peggy Burke	Fifth Grade
Mrs. Joan Leachman	Sixth Grade Homeroom, Middle School Social Studies 6 th & 7 th Religion, 5 th Science
Mrs. Julia Hunt	Seventh Grade Homeroom, Middle School Mathematics 6 th , 7 th & 8 th Science
Ms. Virginia Hamilton	Eighth Grade Homeroom. K-8 Fine Arts: Music & Drama 8 th grade Religion
Mr. Lynn Farris	Middle School English

Mrs. Mollie Bystrek	Library and Middle School Literature, 5 th Social Studies
Mr. Mike Carey	K-8 Technology
Mrs. Judy Raikes	Teacher Assistant
Mrs. Arlene Hamilton	Teacher Assistant
Rebecca Lovett	Title I Reading
Mrs. Sheila Hardin	Speech Pathologist
Mrs. Monica Hill	Extended Care
Mrs. Mary McCarvel	Extended Care
Mrs. Mary Ann Vanderveer	Technology Curriculum Consultant
Mrs. Jean Hart	Preschool Assistant

CAFETERIA STAFF

Mrs. Carolyn O’Daniel, Manager
Mrs. Betsy Lou Mattingly
Mrs. Patty Mills

P.T.O. OFFICERS

Nina Sandusky-President	-Treasurer
Susan Kerpestein-Vice President	Mindy Buckman, Secretary

BOOSTERS CLUB

Neil Lanham, Athletic Director	Michelle Lancaster, Secretary
Andy May, Assistant AD	Amy Hagan, Treasurer

ALUMNI CLUB

Glenn Leake, Chairperson	Sarah Childers-Secretary
Bryan Ward-Co-Chair	Kenny Childers-Treasurer

ACKNOWLEDGEMENT FORM
2009-2010

We have read and agree to abide by the policies as stated in the student handbook for St. Augustine School.

Signature of Parent/Guardian

Date

Student

Student

Student

Student