

# St. Augustine School



## Parent/Student Handbook

2020-2021

## **ST. AUGUSTINE SCHOOL MISSION STATEMENT**

St. Augustine Catholic School exists to build a strong spiritual and academic foundation for our students. We foster spiritual development, creativity, and academic excellence according to the teachings of Jesus Christ, under the guidance of the Holy Spirit, and in communion with the Church. We prepare our graduates to live their faith as lifelong learners and Christian stewards.

## **ST. AUGUSTINE SCHOOL VISION STATEMENT**

St. Augustine Catholic School is called through the teachings of Jesus Christ to provide a community of faith, an awareness of social justice, and a strong academic foundation. We are faithful stewards of Catholic education, leading the way to a just, life-giving, and limitless future.

## **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 assessment, this will measure each student's growth.

## **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 August 1st of the current school year. To be eligible for first grade, a child must reach the age of six by August 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. The School Advisory Council and the Finance Council determine the tuition fee yearly. It is imperative that all families keep their fees current.

### **DELIQUENT TUITION AND FEES POLICY**

The success of St. Augustine Preschool and School relies upon the commitment of families to:

- Make Catholic education a financial priority
- Be involved in their child(ren)'s education
- Make their tuition and fees payment(s) on a timely basis

The school relies upon the tuition and fee payments to provide an excellent spiritual and educational program operating on a balanced budget. Therefore, when tuition and fee payments become delinquent, it is a serious matter. If family financial circumstances change to such a degree that it warrants re-evaluation of the tuition and fees commitment, it is the responsibility of the family to contact the Bookkeeper or Principal as soon as possible. Some examples of such circumstances may be a family emergency, such as illness or loss of employment. Failure to comply may impact your family's ability to get St. Augustine Tuition Assistance at a future date.

When payments are not made in accordance with the agreement the responsible party committed to in the SMART program, the following steps will take place:

#### **30 days past-due:**

- When an account becomes 30 days past-due under the established agreement, the financially responsible party will receive a letter explaining the commitment and require immediate attention to the matter.
- It is the responsibility of the responsible party to contact the Bookkeeper within 15 days of receipt of this notification to correct the situation or make an acceptable alternate plan for payment.

#### **60 days past-due:**

When an account becomes 60 days past-due under the established agreement, the responsible party will receive written notice explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:

- Report cards and transcripts will be withheld until balance is paid in full, or an alternative plan has been approved.
- A face to face meeting will be held with the responsible party and the school administrator.

**90 days past-due:**

When an account becomes 90 days past-due under the established agreement, the responsible party will receive written notice explaining the commitment and require immediate attention to the matter. In addition to this notification, the following will also take place:

- The Finance Council will be informed of the past-due account information.
- Student(s) will be withdrawn from St. Augustine Preschool, School and Athletics at the discretion of the administrator.
- Report cards and transcripts will be withheld until full payment is made. Student(s) will not be permitted to pre-register or to return for the following academic year until the balance is paid in full, or has been approved.

The tuition committee will work with any family that may have a hardship in order to arrive at an agreement for tuition.

There is a NO refund policy regarding tuition, and fees.

St. Augustine Church encourages all responsible parties to maintain open communications with the Bookkeeper to ensure a complete understanding of each family's financial circumstance. The goal of St. Augustine Preschool and School is to provide a Catholic school education to every student that desires one. By working together, we can make sure this goal is met.

**\*\*\*\*\*All families are required to enroll in SMART TUITION\*\*\*\*\***

**Before a student is allowed to enroll at St. Augustine School, the family is required to enroll in SMART TUITION.**

**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 Catholic Education Foundation (Private School Aid Service), the Adopt-a-Student Program funded by the parishioners donations of Marion and Taylor counties and the St. Augustine Scholarship Fund.

## SAINT AUGUSTINE EXTENDED SCHOOL PROGRAM -

**Preschool Extended Care:** Preschool Tuition includes extended care until 5:30PM. There are no additional charges for the extended care program for preschool students. Late pickup policy does apply.

**Extended School for Grades K-5:** There is a \$25.00 registration fee per family. Fees for school-aged extended care services are **\$6.00** per day regardless of the amount of time a student is present. **Parents must pay weekly.** If weekly payment is not made, your child may not attend until balance is paid. Parents are asked NOT to pay in advance. *Failure to keep payment current may result in dismissal from the program.*

- **LATE PICKUP POLICY:** Our extended care program will administer a fee for late pickups. **A fee of \$1.00/minute will be charged to your account.** Please pickup students by the closing times as listed below:
  - Preschool extended care ends at **5:30PM.**
  - School aged (Grades K-5) extended care ends at **6:00PM.**

## 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 in through the office.
3. Register in the office and sign in, and wear 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 and will remain locked until 2:50 until all students are dismissed.**

## ASSESSMENT

Grades K-1 use a skills assessment reporting system. Grades 2-8 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 uses MAP testing in grades K-8. This assessment is given in August, January, and May.

## **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, and parents. 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

## **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:

Grade K	15-20 minutes
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 an absence and pick up work missed after 2:30pm by the office window.

Any student absent **MUST** bring a note signed by the parent or guardian. After **three** consecutive absences a student must have a signed doctor's excuse explaining the absence. **After 3 consecutive absences without a doctor excuse, we are required by law to report truancy.** Frequent absences throughout the school year can place a student behind in his/her progress where retention may be the result.

**A student arriving after 10:00 am is charged with a half-day absence. A student leaving between 10:00am 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 or evening. 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. While these absences are excused, meaning the student may make up any missed work, the student is still marked absent. An unexcused absence means that work cannot be made up in which case the student will receive a “zero.”**

**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 8:00-2:50. Parents are requested to make doctor and dentist appointments outside 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 with a note returned to the office, but still count as an early dismissal.

## **TARDINESS**

The school day begins at 8:00 am. Any student who arrives after 8:00 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 with a note from the physician, but still counts as a tardy.

## **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 give 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, email 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. You can also go to any of the television websites and sign up for their free text alert on school closings. You will also be sent an email from the school as soon as we find out we are closed. Also listen for changes in bus schedule pick-ups. St. Augustine School follows the Marion County School schedule when there is severe weather. 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. The Archdiocese and school have no insurance to cover accidents. The family insurance will have to cover any injury.

## 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.**

## THE USE OF DEVICES

The uses of devices by St. Augustine's stakeholders are only to be for informational purposes. Devices are not to be used to defame a student, parent, coach, teacher, or any stakeholder. To communicate disagreements, anger, and/or to "tell someone off" via devices and social media is unacceptable behavior, and is damaging to the community, causing division. St. Augustine's community should communicate personally to work through problems with calm, peace, understanding, and the love of Christ at the center of all.

Matthew 25: 31-46

"The King will reply, 'Truly I tell **you, whatever you did** for one of **the least of** these **brothers** and sisters of mine, you did for me ...<sup>45</sup> "He will reply, 'Truly I tell **you, whatever you did not do** for one of **the least of** these, **you did not do** for me."

## CELL PHONES

If parents believe it is necessary for a student to have a cell phone at school it **must** be turned off and in their backpack until the student is dismissed and off campus. 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. **Smart watches (fitbit, apple) may be worn because cell phones are turned off but if they become a distraction the teacher will confiscate. Smart watches will be removed during tests.**

## ELECTRONIC DEVICES

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 written instructions are valid only for 3 days. If there is a note from a physician, then the medication can be kept on file at the school. 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.**

## 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. Parents and students are never to defame St. Augustine School and Church employee/members in public or through the use of social media. 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 result in detention**. Detention will be held every Friday afternoon from 2:50-3:50.

- Hallway misbehavior (talking, running, touching)
- Church behavior
- Violations of classroom or grade level rules (Based on displayed classroom rules)
- Disruptive behavior
- Three missing assignments class & homework
- Non-preparation for class three times
- Bathroom, playground, cafeteria, or bus duty misbehavior
- Chewing gum or eating food without permission
- Three Uniform Violations
- Electronic Devices i.e. phones, apple watches, chrome book being used without permission
- Phones not being turned off during the day

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/Bullying, this is inclusive of social media.
- 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. K-4 sits in the cafeteria and 5-6-7-8 grade sits on the bleachers.

#### **Afternoon Bus Duty**

The early bus dismissal bell rings at 2:45 pm. The students who ride the buses will meet by the back windows in lower hall. They will be supervised and walk to the parking lot once everyone has arrived. At 2:50 all other students will be dismissed.

### **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**

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**

- **WALK** at all times; no skipping or running is allowed.
- **INSIDE VOICES:** Students are to use their inside voices at all times when talking to the people at their table. They are not allowed to yell or talk to the students sitting at another table. They are not to get up and go to another table.
- **NO PLAYING WITH FOOD:** The students cannot play with their food, sell their food, throw their food or share their food.
- **KEEP HANDS TO YOURSELF:** The students should never touch another student's food.
- **SIT ON THEIR BOTTOM:** Students must sit on their bottom at the table with both feet on the floor.
- **CLEAN YOUR AREA:** Before they leave their table, the students must pick up all of their paper and food in their area and off the floor..
- **NO FAST FOOD** : Fast food, candy, or soft drinks are not permitted. It's not part of the lunch program.

- **RAISE YOUR HAND:** Students must raise their hand to get permission to go back for a snack, milk, or to purchase seconds.
- **TABLE WASHERS:** Each class is assigned 2 table washers that must wipe tables when everyone is finished.

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

### **PARENT'S GRIEVANCE PROCEDURE**

**If a parent/guardian has any concerns and needs to speak to a teacher, parents must first make an appointment with the teacher to discuss the concerns. The meetings shall be before or after school by appointment only. Please send the teacher a note to set up a meeting or you can email them (the emails are by the faculty and staff). Please refrain from calling or texting a teacher on their personal cell phones. For children with special needs/medical issues exceptions will be made.**

### **ARRIVAL AND DISMISSAL OF STUDENTS**

#### **St. Augustine Catholic School**

#### **Effective 2015-2016: Parking Lot Guidelines**

#### **Pre-School 3 & 4 Year Old Classes**

As in years past, all students in the pre-school program are required to be physically escorted into the school and to their classroom. Once present, the parents will be required to both sign-in at the day's beginning and sign-out their children after school. Starting this school year, we have created a special **entrance** and **exit** for these parents either *needing to* park and escort their children into school or parents *wishing to* escort their children into school. The entrance access is **via Spalding Ave.** and is the far right hand entrance (facing the school from the church). After the children are dropped off inside, you need to exit **back out onto Spalding Ave.** via the far left hand opening (facing the school from the church). The entrance will be closed for afternoon dismissal.

For preschool dismissal, parents are required to sign-out their children from the pre-school programs. It will be necessary to park behind the school (entrance off of Proctor Knott) and enter through the back gym doors. If preschoolers have siblings in K-8, they may be released at the 2:45 bell to meet their parents in the gym. A staff member will be there to supervise.



See the diagrams below for the morning flow of traffic:

### “Parking” Entrance



### “Parking” Exit for Parents Who Have Escorted Children into the Building



Cones will separate this designated “parking” area from the traditional flow of vehicles doing drop-off in the morning. If you have parked your car, please DO NOT attempt to merge back into the drop-off line to exit out to Proctor Knott. You must exit back out to Spalding Ave.

Note: For students in the extended care program, parents may enter and exit any available access points as this will be after the formal afternoon dismissal. Even though the parking lot may appear empty, PLEASE DRIVE SLOW AND WATCH IN ALL DIRECTIONS. Students may be

playing on the playground and moving back and forth between the playgrounds and the school building.

You will see new signs on the school premises that will act as a reminder – they are as follows:



And, the most important message about our school parking lot.....



### DISMISSAL ROUTINE for K-8

The bell will ring at 2:50 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 3:10 PM WILL BE TAKEN TO EXTENDED CARE AND A REGISTRATION FEE OF \$25.00 AND \$6.00 PAYMENT WILL BE REQUIRED**

### AFTERNOON DISMISSAL PLAN

Those students riding the early busses will be in the lower hall by windows at 2:45pm. The designated staff member will take them to the bus outside to the parking lot.

When the 2:50 dismissal bell rings, ALL homeroom teachers will accompany their students outside to the parking lot.

Teachers on Bus Duty: Each day the bus duty teacher 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. Parents/guardians are not to park on the street or back parking lot to pick up students.

Students walking downtown must exit from the sidewalk onto Spalding. No parent or student is to cut through the parking area. A student is not to go to a car, and 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 by 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/CHROMEBOOKS**

All textbooks and Chromebooks are the property of St. Augustine Parish School and are to be kept in good condition. If books or Chromebooks are lost or damaged, they must be replaced by the parents.

## **NO SMOKING/TOBACCO FREE CAMPUS 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 anywhere in the building. This policy has now been extended to a "smoke free/tobacco use free campus" in order to ensure the best environment for students, teachers and other staff.

## **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.

## **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. 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.

### **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.

### **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, 4-H, choir, conservation, National Jr. Honor Society, and First Lego League (FLL).

### **FIELD TRIPS**

Field trips will be planned to enhance the curriculum. Advanced 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 due to liability purposes.**

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. Parents are allowed to take their child home from the field trip as long as they write a written note to the teacher to have in the school office before the day of the trip. They will not be allowed to another parent's child home with them.

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.**

All volunteers that want to attend a field trip must have a background check and have the Safe Environment Training before they can attend the trip.

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. They culminate in an all school 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 show of the 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, INTRUDER, AND EARTHQUAKE DRILLS**

Tornado, fire, disaster, intruder, 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.

### **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**

One of the fundraiser we do 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.

### **SPRING FLING**

Our major fundraiser is the Spring Fling, usually held in March. 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 Spring Fling, 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. **All extracurricular activities are not to be held during conference week. This includes basketball, baseball, volleyball, cheerleading, choir, girl on the run, play and any other activity.**

### **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. Class treats must be peanut/nut free because of the allergies. 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.

### **Allergies**

Parents should inform the principal and the child's teachers of any allergic or medical problems. The school and parent will create a plan for the individual when and where deemed necessary. Classes that have a student with peanut allergies will be posted outside of the classroom & restrictions may apply.

### **UNIFORM CODE**

This code is to be followed at all times by all students.

#### **Appearance**

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

Boys shall not wear earrings.

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

Hair must be its natural color.

All shirts must be completely tucked in.

Any jewelry worn must be in keeping with our Catholic faith.

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, this includes the Dickie logo and other logo's. 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. Only St. Augustine hoodies are allowed to be worn in class.

#### **Light Blue or white 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. (No Under Armour etc...)

### **Shorts**

**Shorts may be worn up until Oct 31st and then again after March 1<sup>st</sup> until the end of school.**

## **GIRLS**

### **White or light blue Knit Shirts, Red Polo Shirt with St. A logo, or Button Up**

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. (No Under Armour etc...)

### **White Turtleneck**

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

### **Sweaters or Vests**

A solid navy blue or solid white sweater may be worn. Only St. Augustine hoodies are permitted in the classrooms.

### **Navy Blue Pants**

Any trim, logo, brand name, light blue or faded pants are not considered acceptable uniform, this includes the Dickies logo as well as other logos. **NO blue jeans, corduroy, cargo, hip huggers, leggings, jeggings, sweatpants; flare legs of any type may be worn.**

### **Skirts/Skorts**

These must be navy blue or plaid uniform skirts/skorts with pleats and fingertip length. Leggings may be worn under skirts. Maybe worn Oct.31<sup>st</sup> – Mar. 1<sup>st</sup>.

### **Jumpers**

PLAIN FRONT or plaid jumpers are worn by K-6; same length as shorts. Leggings maybe worn under skirts. Skorts, and shorts may be worn until October 31<sup>st</sup>, and after March 1<sup>st</sup>.

### **Middle school students ONLY.**

Navy or Tan uniform, Pants, Skorts, Skirts, or Shorts

## 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 past the fingertips. Shorts may not 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. Only St. Augustine hooded sweatshirts are allowed to be worn in the classrooms.

### Socks

For health reasons, socks must always be worn. Socks must be at or above the ankle, below the knee and clearly above the shoe. Socks should be white, black, or navy blue. A small brand name or picture on the sock is fine but no patterns.

### 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/crocs, boots, sandals are not permitted on any occasion and on no uniform days. "Wheelies" and similar types of shoes are not permitted.**

### 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.

### Friday T-shirts

Students are allowed to wear uniform bottoms and their St. A t-shirts on Fridays (unless there is a school Mass). They may wear any year's St. A t-shirt as long as it is not worn, tattered, stained etc. They may also wear extra-curricular related spirit wear.

### 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). Socks and sensible shoes must also be worn on these days.

## **Uniform Violations**

**Parents will be notified in writing- Uniform Violation form- when a student is out of uniform. They must sign and return the form. After three violations the student will receive detention.**

**All students must be in uniform whenever there is a school Mass. Uniform break days are not permitted on Mass days.**

## **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 changes.

### **SCHOOL NUMBERS**

School Telephone: (270) 692-2063  
 School Fax: (270) 692-6597  
 Secretary's E-mail: [nbenningfield@saintaschool.net](mailto:nbenningfield@saintaschool.net)  
 Principal's Email: [cbland@saintaschool.net](mailto:cbland@saintaschool.net)  
 Website: [www.staugustinecatholicschool.net](http://www.staugustinecatholicschool.net)

### **SCHOOL ADDRESS**

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

### **ST. AUGUSTINE PASTORAL STAFF**

Father Mark Hamilton Pastor	Joe Dant, Deacon
Father Richard Goodin Associate Pastor	Gerald Osborne, Facilities Manager
Mrs. Cindy Bland Principal	Kathy Shannon, Pastoral Associate
Mary Creed, Parish Bookkeeper	Libby Mattingly, Administrative Office
Mike Leuscher, Director of Religious Ed.	

### **ST. AUGUSTINE SCHOOL ADVISORY COMMITTEE**

Father Mark Hamilton, Pastor	
Mrs. Cindy Bland, Principal	*additional names will be add after
Katie George	the first SAC meeting
Joanna Wright	
Leticia Newton	Kathy Shannon

## SAINT AUGUSTINE SCHOOL FACULTY AND STAFF

Mrs. Cindy Bland	Principal	<a href="mailto:cbland@saintaschool.net">cbland@saintaschool.net</a>
Mrs. Nikki Benningfield	Secretary	<a href="mailto:nbenningfield@saintaschool.net">nbenningfield@saintaschool.net</a>
Mrs. Amanda Whitlock	Preschool 3 yr.	<a href="mailto:awhitlock@saintaschool.net">awhitlock@saintaschool.net</a>
Ms Jean Hart	Preschool 4yr.	<a href="mailto:jhart@saintaschool.net">jhart@saintaschool.net</a>
Mrs. April Hammond	K/1 <sup>st</sup> grade	<a href="mailto:ahammond@saintaschool.net">ahammond@saintaschool.net</a>
Mrs. Renee Bland	1 <sup>st</sup> /2nd Grade	<a href="mailto:rspalding@saintaschool.net">rspalding@saintaschool.net</a>
Mrs. Lenae Lancaster	3 <sup>rd</sup> /4th Grade	<a href="mailto:llancaster@saintaschool.net">llancaster@saintaschool.net</a>
Mrs. Kelli Stanfield	4 <sup>th</sup> /5 <sup>th</sup> Grade	<a href="mailto:kstanfield@saintaschool.net">kstanfield@saintaschool.net</a>
Ms. Olivia Thompson	6 <sup>th</sup> /8 <sup>th</sup>	<a href="mailto:othompson@saintaschool.net">othompson@saintaschool.net</a>
Mrs. Krystal Gootee	7th Grade	<a href="mailto:kgootee@saintaschool.net">kgootee@saintaschool.net</a>
Ms. Olivia Thompson	Math/Religion 6-8	<a href="mailto:othompson@saintaschool.net">othompson@saintaschool.net</a>
Mrs. Krystal Gootee	Writing 6-8	<a href="mailto:kgootee@saintaschool.net">kgootee@saintaschool.net</a>
Mr. Richard Crum	Science 6- 8	<a href="mailto:rcrum@saintaschool.net">rcrum@saintaschool.net</a>
Mr. Danny McFall	Social Studies 6-8	<a href="mailto:dmcfall@saintaschool.net">dmcfall@saintaschool.net</a>
Mrs. Paula Mattingly	Social Studies 3-5	<a href="mailto:pmattingly@saintaschool.net">pmattingly@saintaschool.net</a>
Mrs. Kelli Stanfield	Art K-8	<a href="mailto:kstanfield@saintaschool.net">kstanfield@saintaschool.net</a>
Mrs. Amanda Lanham	Fine Arts/Choir/PE	<a href="mailto:alanham@saintaschool.net">alanham@saintaschool.net</a>
Mrs. Paula Mattingly	3-5 Science/SS	<a href="mailto:pmattingly@saintaschool.net">pmattingly@saintaschool.net</a>
Ms. Tiffany Owens	PK Assistant	<a href="mailto:towens@saintaschool.net">towens@saintaschool.net</a>
Mrs. Rachel Bowman	PK Assistant	<a href="mailto:rbowman@saintaschool.net">rbowman@saintaschool.net</a>
Mrs. Sandra Rawlings	PK Assistant	

### EXTENDED CARE

Monica Hill  
Esther Furmon

### MAINTENANCE STAFF

Mr. David Cowherd

### CAFETERIA STAFF

Mrs. Carolyn O'Daniel, Manager [codaniel@saintaschool.net](mailto:codaniel@saintaschool.net)  
Mrs. Janie Leake

### P.T.O. OFFICERS

Scrip Jill Sapp [burchelljillmarlo@hotmail.com](mailto:burchelljillmarlo@hotmail.com)  
PTO Katie George  
PTO Ellen Roberts

## ATHLETIC BOARD OF DIRECTORS

Neil Lanham  
Danny Marks  
Frank Southall

## BOOSTERS CLUB

Lynn Bell  
Steven Peterson/Al Lanham

Boys Basketball -6, 7 & 8  
Girls Basketball 6-8  
Volleyball 6, 7 & 8

*In 1988, EPA and the Commonwealth of Kentucky adopted a rule requiring inspections, assessments, and management of asbestos-containing building materials (ACBM) in schools. This rule is called "AHERA". In an effort to maintain a safe environment for students, staff, and visitors and in order to comply with the rule, the Archdiocese of Louisville completed all of the necessary tasks and maintains a viable asbestos management program throughout the school system.*

*This notice is being provided to comply with those most recent notification requirements.*

*Although there are no (longer) asbestos-containing building materials as defined by the AHERA rule present in our school, recent personnel changes within the state's department that oversees the asbestos-in-schools program has brought about some changes with respect to recordkeeping and annual notification requirements, even for schools that have no asbestos as defined in AHERA.*

*A copy of the school's asbestos inspection and management is available in the school office for inspection.*

### EPA AHERA Asbestos-in-Schools Notification

**School:** St. Augustine Catholic School

**Date:** 9/18/20

**This Notice is to inform teachers, staff, and others working in the building that:**

- **There are no AHERA asbestos-containing building materials (ACBM) in this facility.**
- **A copy of the school's AHERA asbestos Management Plan is located in the school office and is available for inspection.**

**For further information concerning the school's Asbestos Management Plan, please contact the Archdiocese of Louisville AHERA Asbestos Designee, Dan Cooper at 502-965-8737.**

**ACKNOWLEDGEMENT FORM**  
**2020-2021**

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