

St. Augustine School
Parent/Student Handbook
2026- 2027



In Christ Jesus we are ONE

All revisions to the 2025-2026 Handbook are
indicated in red.***

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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.

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.

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.

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 submit an 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/FACTS

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. Before a student is allowed to enroll at St. Augustine School, the family is required to enroll in FACTS. Tuition payments are made through FACTS.

FINANCIAL ASSISTANCE

Financial assistance forms are available in FACTS 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 parishioner's donations of Marion and Taylor counties and the St. Augustine Scholarship Fund.

DELINQUENT 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.

CAFETERIA

Lunch program is offered to students who wish to purchase. Milk and juice are also offered for sale. Lunch is available at a free or reduced rate for those who qualify. To be considered you must fill out the financial assistance application online.

Snacks are available for purchase daily for grades 3-8. Snacks are not available for purchase for students in grades Preschool-2.

No food or drink (purchased snacks or purchased water bottles) may leave the cafeteria.

The FACTS payment system has been implemented in the cafeteria. Money can be put into the account and monitored from your student portal. The privacy of the student is protected with this system.

EXTENDED CARE

Extended care is offered for grades K-5. It is open after school until 5:30 Monday through Friday each week, except on early dismissal days. Cost is \$6.00 per day. Applications are available upon request. The billing will go through your FACTS account.

If a student in grades 6-8 has a younger sibling participating in Extended Care, the older sibling(s) are allowed to stay for Extended Care unless behavior becomes an issue.

CALENDAR

The calendar is created following Archdiocese guidelines. When possible we follow Marion County Schools calendar because of the need to use Marion County buses to transport the students.

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.

PERMANENT RECORD

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 and immunization records are updated yearly and placed in the permanent record. At the end of the school year student records are updated to reflect the total year's work. School photos, grades, total days absent and times tardy are also transferred to the permanent record. The Family Educational Rights and Privacy Act gives parents and students the right to access the permanent record.

ATTENDANCE

- The school day at Saint Augustine is 8:00-2:50. Students are expected to be at school by 8:00 a.m. and remain in school until 2:50 p.m. (2:45 p.m. for early dismissal bus riders).
- Students not in school by 8:00 a.m. will be marked "tardy." Foyer doors lock at 8:00 a.m. Students arriving late will ring the bell to be let in the back office door, with a parent, to sign in. Students are not marked tardy if the bus arrives late.
- Students who leave at any point after their arrival to school will be marked as "checked out early." Students may return to school after checking out early if their appointment is over before the school day ends. Parents, or designated adults, must come to the office door and sign their student out.
- Parents are urged to send their children to school regularly. Any absence from school, including tardies and early check outs, cause hardships on both teacher and student. Parents are requested to make doctor and dentist appointments outside of school hours whenever possible, in order to avoid student tardiness and early check outs. Frequent absences throughout the school year can place a student behind in his/her academic progress and retention may be necessary.
- Students who are absent due to illness must be fever free for 24 hours, without fever reducing medication, before returning to school.
- All students and parents/guardians are expected to respect and adhere to the published school calendar. Parents/guardians are asked to refrain from scheduling trips, vacations or other activities other than religious obligations that require a student to be absent from school and are in conflict with the published school calendar.
- Each school year, the number of student unexcused/excused absences, tardies and early checkouts will be documented in their permanent record.

Attendance Codes

Check in	Before 10:00 a.m.	Tardy
Check in or Check out	Between 10:00 a.m. - 1:00 p.m.	Half Day Absent
Check out	After 1:00 p.m.	Tardy

*5 Tardies (Check in or Check out) = 1 Day Absence

Excused vs. Unexcused Absences

Any absence from school will be marked as “unexcused” by the teacher. This is the only option that teachers have when taking attendance in FACTS. It is not the teacher’s responsibility to determine if a student’s absence is excused or unexcused.

Absences are only marked excused after appropriate documentation is provided to the school secretary. All attendance documentation should be sent to the front office or emailed to the school secretary. It is the parent’s responsibility to provide documentation for absences. It is not the responsibility of the school (teachers, principal, school secretary) to ask for documentation.

Excused Absences:

- Up to seven (7) days of Parent Notes for illnesses that don’t require a trip to the doctor, educational opportunities, etc.
- Absences for illness/appointments with a statement from the medical office/physician
- Death or severe illness in the student’s immediate family
- Orders of the Court
- Participation in school/educational activities approved by the principal (i.e. club competitions, theater productions, religious retreat etc.)
- Religious holidays and practices
- Military deployment of a parent/guardian

Unexcused Absences:

- Absences beyond the seven (7) Parent Notes where other excused documentation cannot be provided (i.e. family vacations, non-school sanctions athletic competitions, etc.)

Make-Up Work

- **Work missed during an unexcused absence may not be made up.** Students will receive a “zero” for assignments missed during an unexcused absence.
- Missing assignments will be provided to students **AFTER** they return to school, **and the absence is excused.**
- If a student’s absence is excused, all work missed must be made up. Students will have the

number of consecutive days missed to complete make-up work, if the absence is excused.

- Example: If a student has excused absences for Monday and Tuesday...

- Work given to student when they return Wednesday

- Student has Wednesday and Thursday to complete the work (2 days)

- Completed work is due Friday.

- Zeros will be updated in the gradebook **AFTER** the absence is excused.

- Parents/students may **NOT** request assignments in advance as this is not an expectation of teachers.

Participation in Extracurricular Activities

- Students who are absent on a school day may not participate in extracurricular activities that day or evening.

- An exception may be made if the absence is for only part of the day **and it is excused**.

Truancy - KRS 159.150

- Any student aged 6-18, who has been absent from school without valid excuse (UNEXCUSED) for three (3) days or more, is a **truant**.

- Any student who has been reported as a truant two (2) or more times is a **habitual truant**. This means six (6) or more days unexcused.

- A student's attendance record is cumulative for an entire school year. If a student transfers from one Kentucky school to another during a school year, the receiving school shall incorporate the attendance information provided under KRS 159.170 in the student's official attendance record.

- An attendance meeting with the school principal, pastor, and parents will be held when a student accumulates 3 unexcused absences.

- If a student is truant/habitually truant in concurrent school years (more than one school year in a row), St. Augustine school principal and parish pastor will meet with the family to discuss filing truancy and/or removal from St. Augustine School.

ALLERGIES / MEDICAL CONDITIONS

If your child has any medical conditions or allergies be sure to inform the teacher and the office. We will need to discuss any medication and the severity of the condition. We will make a plan to ensure that the classroom is safe for the student.

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.

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.

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, a message will be sent through FACTS.

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.

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.

EMERGENCY CLOSINGS

In the event of severe weather, school closings will be announced on Snow Fox WDRB, FACTS message, and Facebook as early as possible. You can also go to WDRB television websites and sign up for their free text alert on school closings. 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.

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. Chromebooks are not permitted to leave school property unless approved by the teacher or for NTI assignments.

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

CLASSROOM COMMUNICATION FROM TEACHERS
K-5 teachers will send all notes, permission slips, graded papers and homework in a weekly folder. They may also provide a weekly newsletter and communicate through Class Dojo. 6-8 teachers will send all communication home via Remind or school email. Permission forms, or other important documents, may be sent home via students. There is not a weekly folder sent home. Please impress upon the student the importance of delivering notes from school to home so that the parents are fully informed about various matters.

LIBRARY
The library is equipped with volumes of reference material, fiction, and easy-to-read books. Classes may visit the library with their teacher as it is available. Students are permitted to check out books. A lost or damaged book must be replaced.

ARRIVAL AND DISMISSAL PROCEDURES

Morning Arrival & Drop-Off Procedures

The safety of our students is our highest priority. To ensure a smooth and efficient arrival each morning, all families are asked to follow the designated traffic flow shown on the school parking map.

General Traffic Flow

- All vehicles will enter the campus through the designated entrance based on their child's grade level.
- Please drive slowly, remain alert, and follow the directions of school staff at all times.
- Never pass another vehicle in the drop-off line unless directed by school personnel.

Preschool (Pre-K) Arrival

Preschool families will enter through the **Pre-K Entrance** located on the west side of the parking lot.

Two arrival options are available:

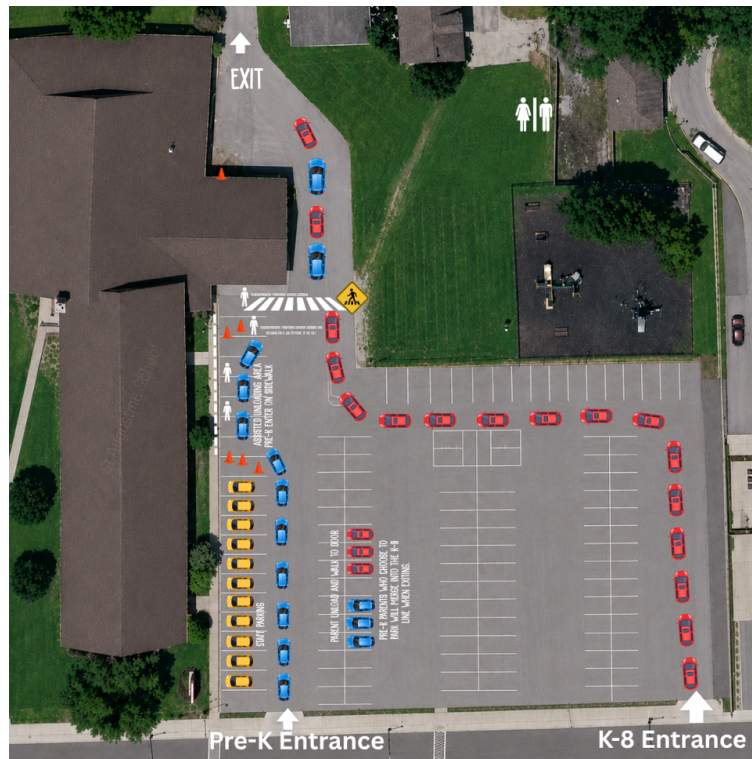
Option 1: Assisted Unloading Lane (Recommended)

- Pull into the designated **Assisted Unloading Area** adjacent to the sidewalk.
- Staff members will assist students from their vehicles and safely escort them to the building.
- Parents should remain in their vehicles while staff assist children.
- Please pull forward as directed to keep the line moving efficiently.
- Once your child has safely been removed from your vehicle, staff will direct you when to merge into the exit lane.

Option 2: Parent Park & Walk

Parents who prefer to walk their child to the door may park in the designated **Parent Parking** area.

- Park only in the designated parking spaces.
- Walk your child across the lot to the sidewalk and to the school entrance.
- For preschool students, once your child enters the building they will be escorted to the classrooms by older students or staff members.
- Once your child has been safely escorted to the building, return to your vehicle and exit the parking lot by pulling forward to the K-8 drop off lane in order to exit. Do not attempt to join the Pre-K assisted drop off line if you have parked.



Pre-K Pick-up

Pre-K students will be brought outside at 2:45 for dismissal. The teachers will have them at the front of the parking lot and you will be required to walk up and get them. For safety reasons we don't want them looking for their car like the other students do.

Kindergarten – 8th Grade Arrival

Families with students in Kindergarten through 8th grade will enter through the **K–8 Entrance** on the east side of the parking lot.

- Vehicles will proceed through the designated traffic lane around the parking lot.
- Students should be prepared to exit quickly once they reach the unloading area.
- Drivers should pull forward as far as possible before students exit the vehicle to maximize the number of cars unloading at one time.
- Students should exit on the passenger side whenever possible and proceed directly to the building using the designated sidewalk and crosswalk on the map.

Families with Children in Multiple Grade Levels

Families with both Preschool and K–8 students should use the **Pre-K Drop-Off**.

- Parents may use the Assisted Unloading Lane for Preschool students or choose to park and walk them into the building.
- K–8 students may exit the vehicle with their preschool sibling and walk together into the building using the designated sidewalk.

Staff Parking

The parking spaces designated as **Staff Parking** (Yellow) are reserved for faculty and staff only during school hours. Please do not park in these spaces during morning arrival.

Crosswalk Safety

The marked crosswalk area shown on the map is the only location where pedestrians should cross the drive lane.

- Students should never walk between moving vehicles.
- Parents should always accompany young children when walking from the parking area.

Exiting Campus

After dropping off your child(ren), continue following the one-way traffic pattern to the designated exit. Please wait for a staff member to move you forward if you are in the preschool assisted drop off lane.

Please do not:

- Make U-turns in the parking lot.
- Back out into the traffic line.
- Drop students off outside of the designated unloading areas.

Following these procedures allows all students to arrive safely while keeping traffic moving efficiently for everyone.

Our Goal

This traffic pattern was designed to improve student safety, reduce congestion, and create a welcoming arrival experience for all students. Preschool students will enter through the school's main entrance alongside our K–8 students, helping reinforce that they are an important part of the St. Augustine School community from their very first day. At the same time, designated unloading areas, crosswalks, and staff supervision allow traffic to flow efficiently while keeping pedestrians safe.

Students Walking Downtown:

- Students must exit from the sidewalk onto Spalding Avenue.
- Students may not 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 Extended Care students are outside. This policy applies even during athletic seasons. Extended Care monitors cannot be responsible for students not in their program.

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 students in 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.

RELIGION CURRICULUM

The Archdiocese of Louisville has selected curriculum that shall be incorporated into Religion classes.

Students in grades K-7 participate in the Family Life Program. Students in grade 8 participate in Theology of the Body. These programs are taught during religion classes and are designed to help young people develop healthy attitudes of Christian family living.

Students in grades K-8 participate in the Virtues in Practice Program. This program focuses on social emotional learning and positive relationships.

EUCCHARISTIC CELEBRATION

As a Catholic school, the Holy Eucharist is the source and summit of our faith. All students at St. Augustine School participate in the celebration of Mass each **Tuesday and Thursday** throughout the school year, unless otherwise announced. Students are expected to participate reverently in the liturgy, religion classes, and all school prayer activities. These celebrations are an essential part of our Catholic identity and spiritual formation.

FIELD TRIPS

Field trips will be planned to enhance the curriculum, club, sport, etc. 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.

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.

Behavior infractions that occur while a student is representing St. Augustine School at any field trip, event, outing, etc. will be addressed according to the Behavior Matrix. This applies to school events outside the regular school day.

Students are expected to represent St. Augustine School in a neat and appropriate manner during all field trips. For educational trips to locations such as museums, historical sites, government buildings, the State Capitol, or similar venues, students shall wear the regular school uniform unless otherwise directed by the administration. For recreational or outdoor field trips, such as farms, pumpkin patches, nature centers, or similar activities, students may wear appropriate dress-down bottoms that comply with the school's dress code. However, students must wear either a St. Augustine school uniform shirt or an approved St. Augustine spirit wear shirt so they are readily identifiable as members of our school community. The principal may designate different attire when circumstances warrant.

Guidelines for parents/grandparents/other volunteers chaperoning field trips:

- 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.
- Parents, or other volunteers, may not ride the school bus.
- Field trip sign-out process:
 - Parent (or other approved adult on a student's checkout list) may sign their child out at the conclusion of the trip.
 - If an adult not on a child's checkout list intends to drive a student home, the parent/guardian of the child must communicate that request to the teacher.

8th Grade Overnight Trips:

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:

- "St. Augustine" should not be used on stationery or account names.
- Teachers should not be involved in any way during school time.
- The school shall not be used as a means of communicating about the trip.
- The parish's identification number shall not be used for such purposes
- 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.

TESTING

St. Augustine School uses MAP testing in the Fall, Winter, and Spring for all grades K-8. The scores are shared with parents at parent-teacher-student conferences and sent home at the end of the year.

GRADING SCALE

Grades K-1 use a skills assessment reporting system.

Grades 2-8 use a percentage scale per The Archdiocese of Louisville:

- A is 93-100
- B is 85-92
- C is 75-84
- D is 70-74
- U is below 70

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.

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 (see list below) are not to be held during conference week.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities spark enthusiasm, develop good sportsmanship, promote citizenship and promote harmonious relations throughout the school. St. Augustine extracurricular activities include: Basketball, Junior Cheerleading, Volleyball, Archery, 4-H, Choir, BETA, Academic Team, Bridge Club, Student Council, Book Club and Girls on the Run/Heart & Sole.

FOOD AND DRINK IN THE CLASSROOM

No outside food or candy is permitted during the school day. The only exception will be when candy is provided by the teacher as a reward. If candy is provided by the teacher, it is to be eaten in the classroom or placed in backpacks to take home. Chewing gum is not permitted at any time.

Classes will not have “snack time” as a school wide rule. Teachers may choose to provide a snack or request students bring a snack. If students need to bring a snack, parents will be notified of those occasions via Class Dojo.

Students may not have water bottles in class. They should only be brought if needed at lunch. Water bottles must remain in student backpacks during the school day.

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. If parents are asked to bring items for a classroom party, that information will be communicated in advance.

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.

TITLE I 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 will go into the classrooms for those students that need extra help.

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 to 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, Accommodation Plans are written. The school will convene a meeting of a 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 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 Accommodation 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.

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

VISITOR POLICY

We welcome 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 guidelines must be followed:

- Always check with the student's teacher before coming.

- All parents and visitors will enter the school through the office.
- Visitors will 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.
- Visitors should report directly to the designated area or classroom.
- When leaving the building, return to the office to sign out.

All school doors are locked and will remain locked until 2:50 p.m. when all students are dismissed.

DRESS CODE

*Students will wait in the office until a dress code violation is corrected (i.e. parents bring a change of clothes, etc.) *Clothing, hair, jewelry, etc. may be deemed inappropriate, distracting, or a safety concern at the discretion of staff.

Uniform Tops

Polo shirt

- Long sleeve or short sleeve
- Red, light blue, white (embroidered logo NOT required)

*Polo tops must be tucked into bottoms

*Tops may NOT include any type of logo

*Only white undershirts may be worn.

Navy Sweater or Sweater Vest

- Logo not required

Sweatshirts

- Crew Neck or Quarter Zip or Hooded
- Must be red or navy or gray
- NO full chest screen print/designs on regular uniform days

Uniforms may be purchased at many locations, but are always available at Shaheen's. You may access the St. Augustine store by visiting the website below, or scanning the QR Code.

<https://www.shaheens.com/channel-2-sc-hools-saint-augustine-lebanon-ky>



Uniform Bottoms	
Girls Uniform Bottoms	Boys Uniform Bottoms
Navy pants (not leggings or tight fitting pants) Navy shorts (permitted until Oct 31/after Feb 28/29) Navy skirts with <u>built in</u> shorts (Grades K-5) Navy jumpers with shorts or navy leggings underneath (Grades K-5) Navy skirts with shorts underneath (Grades 6-8) *Middle school (Grades 6-8) may wear khaki * Hem of ALL bottoms must fall 2-3 inches above the knee, or longer. *Grades K-5 may wear bottoms with elastic waistbands. *Grades 6-8 must wear bottoms with belt loops, and belt. *Skirts are not required to have belt loops. *NO plaid will be permitted *Bottoms may NOT include any type of logo	Navy pants Navy shorts (permitted until Oct 31/after Feb 28/29) *Middle school (Grades 6-8) may wear khaki * Hem of ALL bottoms must fall 2-3 inches above the knee, or longer *Grades K-5 may wear bottoms with elastic waistbands. *Grades 6-8 must wear bottoms with belt loops, and belt. *Bottoms may NOT include any type of logo
Friday Uniforms	
St. Augustine t-shirts may be worn untucked (St. A. approved spirit wear, athletics, etc.) St. Augustine sweatshirts and hooded sweatshirts (St. A. approved spirit wear, athletics, etc.) No changes to uniform bottoms	
Out-of-Uniform/Dress Down Day Guidelines	
Hem of ALL bottoms must fall 2-3 inches above the knee, or longer. No tank tops or sleeveless shirts No spandex/bike shorts No inappropriate content No rips or holes permitted in jeans/bottoms No sweatpants Leggings/yoga pants NOT permitted	
Additional Dress Code Guidelines	
Socks must be worn and visible (no-show socks are not permitted) Socks must be white, black, or navy (no other colors/patterns permitted) Small logo on socks is acceptable No boots, sandals, Crocs Shoes must be tied Shoes must be worn correctly (i.e. heels of shoes not folded down, etc.) Shoes must have closed toes and closed heels Jewelry permitted if not a distraction/ inappropriate Long or hoop earrings not permitted NO smart watches Boys may NOT wear earrings Student may not wear makeup Students may not wear fake or press on fingernails Hair must be a natural color Hair tinsel, wraps, feathers, etc. are not permitted All students' hair must be above the brow such that eyes and face are visible Boys' hair must be above the collar and ears Boys may not wear ponytails or hair accessories	

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 have 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 employees/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.

BULLYING/HARASSMENT POLICY

Students at St Augustine Catholic School are taught...

*If a person says or does something unintentionally hurtful and they do it once, that's **rude**.*

*If a person says or does something intentionally hurtful and they do it once, that's **mean**.*

*If a person says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them you are upset, that's **bullying**.*

All people have dignity because they are created in God's image and are of infinite value. As a Catholic community, we are called to reflect the values of Jesus in His regard and respect for all people. We build up the Body of Christ within our school communities and provide physically and emotionally safe environments for all members.

Bullying and harassment are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself", and undermines the Christian atmosphere of the school.

Saint Augustine Catholic School and the Archdiocese of Louisville do not condone bullying or harassment in any form. All employees and students alike are to be treated with dignity and respect. Bullying or harassment in any form shall not be tolerated and are hereby prohibited.

Saint Augustine Catholic School teachers and administration reserve the right to address instances of bullying/harassment that occur outside of the school building/school day if/when those events disrupt the school environment.

Bullying Defined

Bullying - Repeated and deliberate actions intended to hurt, isolate, or humiliate another individual.

Cyber Bullying - Bullying conduct as defined above that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, electronic mail, instant messaging, text messaging, electronic readers, video games, websites, and any form of social media.

Harassment Defined

Sexual Harassment - Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature

Verbal Harassment - Derogatory comments, jokes or slurs, as well as belligerent or threatening words spoken to another person

Physical Harassment - Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal movement

Visual Harassment - Derogatory, demeaning or inflammatory posters, emails, cartoons, written words, drawings, novelties or gestures

Roles & Responsibilities

Role of staff members:

- Be alert to signs of bullying/harassment and act promptly and firmly according to the school's discipline policy.
- Report incidents of bullying/harassment to the principal or teacher in charge, who will determine if further disciplinary action should be taken, and/or if parents should be notified.
- Offer support and encouragement to students being bullied/harassed, including notifying parents, principal, and/or support staff as needed.
- Encourage all students to refrain from bullying/harassing behavior, and encourage reporting of any bullying/harassing behaviors they witness.

Role of parents:

- Report concerns of bullying/harassing behavior to their child's appropriate teacher as soon as possible following the incident(s). If concerns are not handled sufficiently at this level, a report should be made to the principal or other designated individual.
- Support the school's anti-bullying/harassment policy and actively encourage their child to avoid bullying/harassing behavior.
- Refrain from bullying/harassing behavior when speaking with the school principal, teachers, or other support staff. Verbal abuse of staff, from parents, will not be tolerated.

Role of students:

- Report to the teacher in charge, or to another staff member, any incidents of bullying/harassment they witness at the time of the incident, or as soon as possible following the incident.
- Whenever possible, stand up for the student being bullied/harassed, and refrain from joining in bullying/harassing behavior.
- Treat others with the respect and dignity that is expected of a Catholic school student.

BEHAVIOR

Behavior guidelines have been developed for grade K-3 and grades 4-8. The guidelines are outlined specifically in each behavior matrix.

Teachers and administration reserve the right to submit referrals and assign consequences for events that occur outside of the school building/school day if/when those events disrupt the school environment.

Examples of specific behaviors listed in each behavior matrix are for clarification purposes, but are not extensive. Other specific scenarios may be applicable.

St. Augustine Behavior Matrix - Grades K-3

Teachers and administration reserve the right to submit referrals and assign consequences for events that occur outside of the school building/school day if/when those events disrupt the school environment.

Examples of specific behaviors listed in this matrix are for clarification purposes, but are not extensive. Other specific scenarios may be applicable.

Level 1 Infractions	Level 1 Consequences
Chewing Gum or Eating Food Without Permission	<i>Teacher and/or principal will contact the parent/guardian for every Level 1 Infraction.</i> 1st Offense Referral documented and parent(s) contacted
Distracting Church Misbehavior	
Misbehaviors (applies to ALL school spaces)	

Teachers and administration reserve the right to submit referrals and assign consequences for events that occur outside of the school building/school day if/when those events disrupt the school environment.

Level 1 Infractions	Level 1 Consequences
• No running • No horseplay • Keeps hands to self • Use appropriate voice level • Leaving/Making a mess • Etc. Non-Preparation for Class Three Times Three Missing Assignments Three Uniform Violations Violations of Established Classroom/Grade Level Rules *Level 1 Infractions reset each trimester.	2nd Offense Conference with student, teacher, and principal 3rd Offense Lunch Detention 4th Offense 2 Lunch Detentions 5th Offense Treated as Level 2 1st Offense
Level 2 Infractions	Level 2 Consequences
Cheating/Plagiarism Disrespect Towards Staff • Voice, tone or attitude Disruptive Behavior • Defiance • Throwing Items • Yelling Forgery or Falsifying a Signature Lying Out of assigned area Profanity/Vulgarity Violation of Cell Phone/Electronic Device Policy	<i>Teacher and/or principal will contact the parent/guardian for each Level 2 Infraction.</i> 1st Offense Conference with student, teacher, principal, and parent(s) 2nd Offense After School Detention 3rd Offense 2 After School Detentions 4th Offense 1 Day ISS 5th Offense Treated as Level 3 1st Offense

Level 3 Infractions	Level 3 Consequences
Bathroom Misbehavior • More than one student in a stall • Students looking into another stall • Students touching other students Derogatory/Insensitive Comments or Accusations Harassment/Bullying Physical Aggression Possession/Use of Nicotine/Vape Products Theft Threatening Language or Actions Vandalism	3rd Offense 1 Day Suspension and 1 Day ISS Parent(s) and student(s) will conference with the principal and Pastor. 4th Offense ** Treated as Level 4 1st Offense **Refer to Middle School Behavior Matrix for Level 4 Consequences. *Anytime a student is suspended the following will occur: • Students will immediately be removed from the learning environment. • Principal will contact the parent(s) for immediate pick up. • Students will be sent home. *In the event of a fight: • All students involved will be checked for injuries by school staff • Principal will contact the parent(s) of all students involved.

St. Augustine Behavior Matrix - Grades 4-8	
Teachers and administration reserve the right to submit referrals and assign consequences for events that occur outside of the school building/school day if/when those events disrupt the school environment.	
Examples of specific behaviors listed in this matrix are for clarification purposes, but are not extensive. Other specific scenarios may be applicable.	
Level 1 Infractions	Level 1 Consequences
Chewing Gum or Eating Food without Permission Distracting Church Misbehavior Misbehaviors (applies to ALL school spaces)	<i>Teacher and/or principal will contact the parent/guardian for every Level 1 Infraction.</i> 1st Offense Teacher Contacts Parent/Guardian
Teachers and administration reserve the right to submit referrals and assign consequences for events that occur outside of the school building/school day if/when those events disrupt the school environment.	
Examples of specific behaviors listed in this matrix are for clarification purposes, but are not extensive. Other specific scenarios may be applicable.	

Level 1 Infractions	Level 1 Consequences
• No running • No horseplay • Keeps hands to self • Use appropriate voice level • Leaving/Making a mess • Etc. Non-Preparation for Class Three Times Three Missing Assignments Three Uniform Violations Violations of Established Classroom/Grade Level Rules *Level 1 Infractions reset each trimester.	2nd Offense Conference with Principal 3rd Offense Lunch Detention 4th Offense 2 Lunch Detentions 5th Offense Treated as Level 2 1st Offense
Level 2 Infractions	Level 2 Consequences
Cheating/Plagiarism Disrespect Towards Staff • Voice, tone or attitude Disruptive Behavior • Defiance • Throwing Items • Yelling Forgery or Falsifying a Signature Lying Out of assigned area Profanity/Vulgarity Violation of Cell Phone/Electronic Device Policy	<i>Teacher and/or principal will contact the parent/guardian for every Level 2 Infraction.</i> 1st Offense After School Detention 2nd Offense 2 After School Detentions 3rd Offense 1 Day ISS 4th Offense 2 Days ISS 5th Offense Treated as Level 3 1st Offense

Level 3 Infractions	Level 3 Consequences
Bathroom Misbehavior • More than one student in a stall • Students looking into another stall • Students touching other students inappropriately Derogatory/Insensitive Comments or Accusations Harassment/Bullying	<i>Principal will contact the parent/guardian for every Level 3 Infraction.</i> 1st Offense 1 Day Suspension AND 1 Day ISS Conference with student, teacher, principal, and parent(s) 2nd Offense

Level 4 Infractions	Level 4 Consequences
Active Gang Participation Assault Carrying a Deadly Weapon or its Facsimile onto School Grounds Conviction of an Illegal Act Committed In or Out of School Possession/Use of Illegal Drugs Selling/Distributing Illegal Goods • Illegal drugs • Vapes/Nicotine Products • Drug/Vape paraphernalia • Weapons Sexual Harassment/Sexual Misconduct Student/Parent/Guardian Refusal to Comply with Assigned Consequences	*Parent(s) and student will meet with the principal and Pastor to discuss probable expulsion (removal from school). *Law Enforcement will be contacted when applicable. *Five day suspension pending expulsion decision/investigation.

BEHAVIOR CONSEQUENCES DEFINED

Lunch Detention - Any student assigned Lunch Detention will report to the office after getting their lunch. They will eat lunch in the office, not the cafeteria. Additional assignments/tasks may be assigned during the student's lunch time. Students will report back to class when the rest of the class reports back from lunch.

After School Detention - Detention is held on Friday's from 2:50-3:50 in a designated teachers classroom. If detention needs to occur sooner in the week than Friday, the principal can designate additional dates.

ISS (In School Suspension) - Any student assigned ISS will spend the day(s) assigned in the office completing classroom assignments. Additional assignments/tasks may also be assigned. When assigned ISS, students will not eat lunch in the cafeteria or attend classes in the regular classroom. Students may not attend St. Augustine affiliated extra-curricular activities on any day(s) they are assigned ISS (i.e. athletics, clubs, etc.).

Suspension - Any student assigned out of school Suspension will not be permitted on school property the day(s) assigned. This includes St. Augustine affiliated extra-curricular activities on the day(s) assigned. Students' absence for the day(s) will be unexcused. Assignments/tests given on suspension days may not be made up and zeros will be recorded in the gradebook.

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, students may be refused access to the telephone for forgotten materials such as homework, lunch, or permission slips.

ACCEPTABLE USE OF DEVICES

The uses of devices by St. Augustine's stakeholders shall only be used 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.

St. Augustine administrators and staff would prefer no student bring a cell phone or smart watch into the school building. In the event parents/guardians feel that students need to have access to a cell phone immediately before or after school hours, students are expected to follow the guidelines listed below.

Middle School - Grades 6-8:

Cell Phones:

- Upon entry to school, students are required to place their phone in the secure lock box located in the foyer.
- Phones must be powered down before being placed in the cell phone caddy. Teachers may touch phone screens to ensure they are powered down.
- Students do NOT have the option to leave their phones in their backpacks.
- By not placing a phone in the caddy, students are affirming that they did not bring a cell phone to school that day. (This is the preferred option.)
- Cell phones will remain in the caddy the entire school day and can be picked up from the caddy as school is dismissed at 2:50.
- If students are found to be in possession (this includes their backpack) of a cell phone during the school day, they will be referred to the principal and the discipline matrix will outline the consequence.

Smart Watches:

- Smart watches are not permitted to be worn during the school day. If brought to school, they should be powered down and in the student's backpack.
- The only exception for above would be for medical purposes. If this is the case, the student needs a doctor's statement and the student, guardians, principal, and homeroom teacher would need to meet to discuss expectations for the student wearing the device.

Other Electronic Devices:

- Other electronic devices, such as personal laptops or Chromebooks, iPads, bluetooth headphones or earbuds, gaming devices, etc. are not permitted at school unless given explicit permission from their teacher.

Elementary - Grades K-5:

Cell Phones and Smart Watches:

- Cell phones are not permitted to be used during the school day. If brought to school, they should be powered down and in the student's backpack.
- Smart watches are not permitted to be worn during the school day. If brought to school, they should be powered down and in the student's backpack.
- Students may not keep their cell phone or smart watch in their pocket or on their person.
- The only exception would be for medical purposes. If this were the case, the student would need a doctor's statement and the student, guardians, principal, and homeroom teacher would need to meet to discuss expectations for the student wearing the device.

Other Electronic Devices:

- Other electronic devices, such as personal laptops or Chromebooks, iPads, iPods, gaming devices, etc. are not permitted at school unless given explicit permission from their teacher.

Additional Disclaimers Applicable to K-8:

- St. Augustine administration and staff reserve the right to confiscate student devices. If a phone is confiscated, it will be brought to the principal's office.
- Personal electronic devices may not be used for picture taking, game playing, Internet or social media access, texting, harassment or threatening. If a student violates this, the device will be confiscated and must

be picked up by the parents. Additional consequences will be assigned according to the discipline matrix.

- St. Augustine School will not be responsible for damages to or loss of any of these items.

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.

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 will be contacted if a student, or their belongings is searched. If necessary, law enforcement will be called.

Confiscated items not given to the police will be returned to the parents or to the rightful owner. Items that may be confiscated include, but are not limited to: questionable books and pictures, cigarettes, vaping devices, e-cigarettes, knives, matches, radios, toys, video games, laser lights or other items considered a disruption to the learning environment.

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. Students in grades K-5 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 Boards

- 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.

****Note - This policy may be updated as we discover new rules are needed for new playground equipment safety.**

RESTROOM RULES

- Walk silently as a class to the restroom.
- Use the facilities, wash hands and leave.
- Teachers will limit the restroom to five students at a time (the number of stalls in each restroom).
- One student per stall at all times.
- Students shall not look over or under into another stall at any time.
- Do not leave a mess in the restroom.

CAFETERIA RULES

- Walk at all times. No skipping or running is allowed.
- Use 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.
- Stay in your seat. Students 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 your hands to yourself. Students should never touch another student's food.
- Sit on your bottom. Students must sit on their bottom at the table with both feet on the floor.
- Clean up 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 allowed. 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.

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. Per MCPS policy, parents, or other volunteers, may not ride the school bus.

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.

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.

PARENT 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 (email addresses are listed on page 37). Please refrain from calling or texting a teacher on their personal cell phones. For children with special needs/medical issues exceptions will be made.

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.

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.

1. 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.
2. 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.
3. 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.

4. 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

5. Violations may result in loss of access as well as other disciplinary action. (Appendix VI-C, archdiocesan Handbook)

ASBESTOS NOTIFICATION

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.

EPA AHERA Asbestos Notification

School: St. Augustine Catholic School

Date: 1/20/2023

This Notice is to inform parents and other relevant individuals:

- 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.

PARENT & TEACHER ORGANIZATION (P.T.O.)

Mason Elder, President
Brittany Mudd, Vice President
Alexis Raley, Treasurer
Coury Osbourne, Secretary

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.

October Social

This fundraiser is the October 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.

Meetings

P.T.O. meeting time and dates will be communicated via email from the school secretary.

Fundraising

The P.T.O organizes all fundraising. The money raised helps with budget needs, fun activities for the kids, classroom materials for the teachers, and making celebrations possible. Help is always needed!

Celebrations

All celebrations are organized and paid for by the P.T.O. Those are St. Augustine's feast day, Grandparent's Day, teacher appreciation, graduations, last day of school treats etc. Volunteers are always needed for these celebrations.

SCHOOL CONTACT INFORMATION

- School Telephone: (270) 692-2063
- School Fax: (270) 692-6597
- Website: www.staugustinecatholicschool.net
- School Address: 236 S. Spalding Avenue Lebanon, KY 40033
- Principal's Email: cbland@staschools.net
- Secretary's Email: nbenningfield@staschools.net

ST. AUGUSTINE PASTORAL STAFF

Father Daniel Whelan, Pastor
 Father Hillary Chumo, Parochial Vicar
 Joe Dant, Deacon
 Dennis May, Deacon
 Mrs. Cindy Bland, Principal
 Parish Bookkeeper
 Libby Raley, Part-Time Bookkeeper
 Libby Mattingly, Administrative Office
 Gerald Osborne, Facilities Manager
 Andrea Willett, DRE Holy Name of Mary, Youth Director, Sacraments
 Gina Garrett, DRE St. Augustine, OCIA Director
 Kim Spalding, Office and Ministry Assistant

ST. AUGUSTINE SCHOOL ADVISORY COMMITTEE (SAC)

Father Daniel Whelan, Pastor
 Mrs. Cindy Bland, Principal
 Krystal Gootee, Teacher
 Ellen McFall, Teacher
 Sarah Buckman, Parent
 Haley Evans, Parent
 Katie George, Parent
 Michaela Grundy, Parent
 Ryan Haley, Parent
 Karen Lee, Parent
 Aaron Mayes, Parent
 Mary Miracle, Parent
 Mason Elder, PTO Rep
 Greg Browning, Parishioner

ATHLETICS/BOOSTER CLUBS

Athletic Board Members:
 Jon Whitlock, Chair
 Thad Raley, Co-Chair
 Kendall Yates
 Michelle Hatchett
 Renee Filiatreau

Boys Basketball	Girls Basketball Jr. Cheer	Volleyball	Archery
Michael Leathers	Michelle Hatchett		Jason Hardesty Kendall Yates

SAINT AUGUSTINE SCHOOL FACULTY AND STAFF

Mrs. Cindy Bland
Principal

cbland@staschools.net

Mrs. Nikki Benningfield
Administrative Assistant

nbenningfield@staschools.net

Ms. Ashlee Lyons
Preschool Director
Pre-K 3
alyons@staschools.net

Mrs. Lindsi Hill
Pre-K 4
lhill@staschools.net

Ms. Madison Robbins
Preschool Assistant

Mrs. Jessica Sims
Preschool Assistant

Ms. April Hammond
Kindergarten
ahammond@staschools.net

Mrs. Alice Graves
Assistant
agraves@staschools.net

Mrs. Krystal Gootee
1st Grade
kgootee@staschools.net

Mrs. Morgan Benningfield
2nd Grade
mbenningfield@staschools.net

Mrs. Lenae Lancaster
3rd Grade Homeroom
3-5 Math and Religion
llancaster@staschools.net

Mrs. Karen Cobb
4th Homeroom
Science/SS 3-5
kcobb@staschools.net

Mrs. Laurie Followell
4th Homeroom
Writing 3-5
lfollowell@staschools.net

Mrs. Kelli Stanfield
5th Homeroom
3-5 Reading
K-8 Art
kstanfield@staschools.net

Mrs. Amanda Lanham
K-8 Fine Arts/PE
alanham@staschools.net

Mrs. Ellen McFall
Technology K-8
Reading Interventionist
emcfall@staschools.net

Mr. David Hamilton
6th Grade Homeroom
Middle School Social Studies
dhamilton@staschools.net

Mr. Richard Crum
6th Grade Homeroom
Middle School Science
rcrum@staschools.net

Mrs. Kate Flood
7th Grade Homeroom
Middle School Literature &
Writing kflood@staschools.net

Mrs. Olivia Dobson
8th Grade Homeroom
Middle School Math &
Religion
othompson@staschools.net

Ms. Monica Hill
Extended Care
monica.hill@staschools.net

Ms. Esther Furmon
Extended Care

Mrs. Janie Leake
Cafeteria

Mrs. Connie Blandford
Cafeteria

Mrs. Katherine Gordon
Speech Therapist

Mr. Gerald Osbourne
Maintenance

Mr. Billy Osbourne
Custodian

**2026-2027 ST. AUGUSTINE SCHOOL
PARENT/STUDENT HANDBOOK
ACKNOWLEDGEMENT FORM**

By signing this document, I acknowledge that I have **read, understand, and agree to abide by** the policies as stated in the 2026-2027 Handbook for St. Augustine School.

Parent/Guardian Signature Date

Student Signature Date