

St. Catherine Academy



“Where Every Child is a Gift from God”

PARENT/STUDENT HANDBOOK

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MESSAGE TO PARENTS/GUARDIANS

We offer this handbook to all families who have children enrolled in St. Catherine Academy. In this handbook you will find our school policies and procedures. Please read this booklet and keep it as an available reference. Our handbook and all school policies and procedures follow the Archdiocese of Louisville handbook for elementary schools.

ST. CATHERINE ACADEMY MISSION STATEMENT

St. Catherine Academy is a co-educational elementary school. The primary mission of St. Catherine Academy is to assist families in the total Christian formation of their children as well as the promotion of academic excellence in an atmosphere that creates the development of the inner self as well as a sense of social responsibility to family, parish and community.

ST. CATHERINE ACADEMY VISION STATEMENT

St. Catherine Academy will be a model for other small Catholic schools, where every child is a gift from God. St. Catherine is a school of improved/advanced technology. Students leave St. Catherine as intelligent and productive Christians

PHILOSOPHY OF ST. CATHERINE ACADEMY

Catholic Schools have been called to a renewal of purpose by the American Bishops in “To teach as Jesus Did”, a pastoral message on education.

We at St. Catherine Academy respond to their call by our efforts to implement the educational theory developed in this pastoral message.

The pastoral message states that a Catholic School is more than just “School” with religion added.

St. Catherine Academy is an integrated ministry embracing three interlocking dimensions: (1) the message revealed by God which the church proclaims, (2) fellowship in the life of the Spirit, and (3) service to the Christian community and the entire human community.

We hope to realize the threefold purpose of education by the pursuance of the following goals.

A. Message

1. To provide students with an orderly learning environment and a sense of seriousness about academic achievement.
2. To make more accessible to students participation in the liturgy and sacraments.
3. To integrate religious values with daily life.

B. Building Community

1. To learn to live community by experiencing it.
2. To build community trust, that is built by helping one another, and by seeing the varied contributions each makes to learning.
3. To integrate religious values with daily life.

C. Service

1. To extend service to those suffering disadvantages including the physically and mentally handicapped.
2. To learn to be partners in the total American educational enterprise.
3. To perform a service to society by the exemplary portrayal of the Christian values and the observance of the Christian moral code.

Achieving these goals is a difficult task and involves great responsibility. Truly, they are ideals, but little is achieved without ideals to strive for. Parents are vitally important members of the school community and should be partners in the development and in the implementations of our program, which should idealistically make the recipients different – just as Christ dared to be different.

OBJECTIVES OF THE PHILOSOPHY

1. To form Christian community
 - A. By encouraging the staff to grow in living attitudes, ideals, and values.
 - B. By anticipating that these attitudes will be effective in preparing students to live a well adjusted life.
2. To enable the student to acquire necessary skills to live and work in society.
3. To develop a capacity for change
 - A. By encouraging the student to be open to new ideas.
 - B. By stressing tolerance of all races and creeds and of those with any other difference.
4. To stimulate the student's curiosity.
 - A. By making students aware of available reading materials, and by exposing them to outside school activities and field trips.
 - B. By inculcating in each student the significance of decisions they make.

ACCREDITATION

St. Catherine Academy is fully accredited by the Kentucky Non-Public Schools Commission.

ADMISSIONS

NON-DISCRIMINATION POLICY

St. Catherine Academy admits students of any race, color, sex, religion, or 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, sex, religion or national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, or athletic and other school administered programs.

ADMISSIONS REQUIREMENTS

To be eligible for kindergarten, a child must have reached the age of five before October 1st of the current school year. To be eligible for first grade, a child must reach the age of six before October 1st of the current year and must have completed kindergarten.

Students wishing to enroll or transfer to St. Catherine Academy must register in the school office. A parent or guardian must accompany a student at the time of registration. All new students will be accepted on a one year probationary basis to give everyone involved a period of time to determine if the student's needs can be met at St. Catherine Academy.

Registration will be held in late February or early March.

Forms required at Registration:

- State issued Birth Certificate
- Baptismal Certificate (for Catholic Students)
- Non-Refundable Registration Fee
- Copy of most current report card for students entering Grades 1-8

Forms required by first day of school:

- Physical Exam
- Up to date Immunization Certificate
- Eye Exam by a licensed Optometrist

When classes reach the designated limit, the guidelines to be followed for incoming students are:

1. Children from families with children already enrolled.
2. Children from the parishes now reaching school age.
3. Children from outside the parishes that were previously enrolled elsewhere.
4. Children from families newly moved into the parish whose children have attended Catholic schools at their previous residence. (New parish members will be accepted after school begins providing there is room in the class.)
5. Children of non-parishioners from other Catholic parishes.
6. Children of non-Catholic faith.

STUDENTS WITH SPECIAL EDUCATIONAL NEEDS

Parents are required to inform St. Catherine Academy of their child's specific academic, emotional, or physical needs. St. Catherine Academy also must be informed of any testing for or diagnosis of learning or behavioral disabilities. Copies of testing reports are needed in order to be considered for admission.

Prior to admitting a student with a diagnosed disability, St. Catherine Academy will consider the following:

- Severity and degree of the disability
- Level of support needed from special services or any special equipment the student may require
- Number of students with disabilities currently enrolled in an assigned class. (It is recommended by the Archdiocese that no more than 10-15% of students with disabilities be enrolled in one classroom)

Upon admittance, students will be reevaluated by the teacher and/or principal every nine weeks through conference, letter, or e-mail with the parent to determine if St. Catherine Academy is able to service the student's needs.

TRANSFER STUDENTS

St. Catherine Academy follows the following steps when admitting transfer students:

1. Records requested from previous school.
2. Conference with parents, student(s), Principal, and teacher before school begins.
3. Requirements/expectations of students explained at this conference.
4. Meeting with parents, student, teacher, and Principal at the end of four weeks to evaluate student's progress and adjustment.

WITHDRAWN STUDENTS

If a student decides to withdraw from St. Catherine Academy during the school year, he/she will not be allowed to re-enter until the next school year.

FINANCIAL POLICIES

TUITION

There is a tuition charge for every family attending St. Catherine Academy. The charge is based upon the number of students attending from a family. The School Board and the Parish Finance Council determine the tuition fee yearly. It is imperative that all families keep their fees current. Failure to do so will result in the student/student(s) being removed from the school. The school and parish will attempt to 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. Overpaid tuition will not be held over into the next school year. Over paid tuition will become a donation to St. Catherine Academy.

Tuition will be payable monthly from August – May. Tuition will be due the first day of each month. Families may elect to pay their tuition in full at any time. Payment booklets will be mailed to families in mid July.

All families are required to have their tuition paid in full by May 1. Families of eighth grade students must have their tuition paid in full by 12:00 noon the day prior to graduation. Those who have not met their obligation will be unable to participate in graduation. Families whom are delinquent in tuition payments will not be allowed to attend the **Washington D.C** field trip until tuition is made current.

The school will retain all student records, including Progress Reports until all accounts are paid in full.

CHECK POLICY

A valid driver's license number is required on all checks written to St. Catherine organizations.

A \$25.00 return check fee will be charged on all return checks written to School or Parish organizations. *NO EXCEPTIONS*

FINANCIAL AID

Financial aid forms are available for students of St. Catherine Academy each year during registration which is typically held at the end of February. Financial assistance for qualifying families may be available from the Catholic Education Foundation, Archdiocese of Louisville Voucher Program or from the Internal Financial Assistance program if available.

CODE OF CONDUCT AT ST. CATHERINE ACADEMY

PHILOSOPHY

This Code of Conduct is based on the mission of St. Catherine Academy: “to assist families in the total Christian formation of their children as well as the promotion of academic excellence”. This mission defines the standard of conduct at St. Catherine Academy. 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. Catherine Academy, parents and students agree to observe the school’s Code of Conduct.

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 faculty and 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. 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. Catherine Academy follows the policies and procedures included in the Archdiocese of Louisville Handbook for Elementary Schools.

INFRACTIONS OF THE CODE OF CONDUCT AND THEIR CONSEQUENCES

The following infractions are examples of **minor** infractions and will be handled by teacher discretion. Teacher discretion may include warnings, extra assignments, loss of recess, or phone calls to parents.

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

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

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

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

- Student, parent, teacher, principal conference
- Detention
- 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 will 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 Administrator.

SCHOOL-WIDE BEHAVIOR POLICY

Each classroom/grade level will have its own behavior plan to follow in order to enforce **DAILY** minor infractions. Classroom behavior records for minor infractions shall not be carried over from day to day. These plans may include the use of check marks, colors, stars, etc. The following is **an example** to use:

*Warning !

**Second Warning

***5-10 minute loss of recess

****Loss of recess

*****All of the above and a phone call to parents (conference if needed).

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.

A monitor will be on the playground at all times when the students are there, and will be in a position to observe all children.

GENERAL RULES

- Children must obey the monitor
- No one may leave the playground without the monitor's permission
- Areas near windows and property lines are off limits
- Students are not allowed to throw objects that may hurt others
- No wrestling or rough playing – the game of football is not allowed!

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.

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 cafeteria at designated tables and will remain seated until the bell rings. Students may talk quietly to those at their table. Students may not talk to students at other tables. No toys are to be brought for play during this time.

Afternoon Bus Duty

The afternoon dismissal bell rings at 3:05 pm for car riders and walkers. Students are expected to sit quietly until their ride arrives. Any student not picked up by 3:15pm will sit in the entry hall of the elementary building to wait for their ride.

The students who ride the buses will wait quietly in the entry hall in the elementary building for their buses.

BUS CONDUCT

The Nelson 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 Nelson County Board of Education including the following:

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

All St. Catherine Academy students riding a different bus, for whatever reason, are to bring a note signed and dated by their parent. This note must state what bus he/she will be riding. Not only does our late bus monitor need this information, but bus drivers also require this courtesy.

CAFETERIA

A federally supported lunch program is offered to students who wish to purchase it. Milk and juice is 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 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.

Students are permitted to bring lunch from home; however their drink must consist of milk, water, or 100% juice. Soft drinks, etc. will not be allowed to be brought from home. Meals from commercial providers or “Fast Food” restaurants are not to be permitted in the cafeteria during meal periods at any time.

No food or beverage may be sold or served to students in the cafeteria in competition with the National School Lunch/Breakfast Program until one-half hour after the end of the last lunch period. This includes bake sales and birthday celebrations.

CAFETERIA RULES

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

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

ATTENDANCE POLICY

A student arriving after 8:15am but before 10:00am will be marked tardy. A student arriving after 10:00am is charged with a half-day absence. A student arriving after 1:00pm is charged with a full day absence. A student leaving between 10:00am and 2:00pm is charged with a half-day absence. A student leaving after 2:00pm will be considered tardy.

ABSENCES

Students can never make up the day he/she missed, even though he/she may go over assignments that were presented. The discussions that take place in the classroom are often more valuable than the written material, therefore, medical or dental appointments should not be made during school time except in extreme circumstances. In the event that it is absolutely necessary to make an appointment during the school day, written permission must be presented to the teacher at the opening of the school day. The teacher will forward the permission slip to the office. It is up to the student to make up the work missed. St. Catherine Academy is not liable for students when they leave the premises.

Parents are urged to send their children to school regularly. Absences from school cause hardships on both teacher and student. According to school policy, the only *excused* reasons for a student's absence are the student being ill or a death in the family. All work missed shall be made up as soon as possible.

Parents shall call the school in case of absence. Any student absent or tardy MUST bring a note signed by the parent or guardian or from the doctor or dentist, etc. After three consecutive absences a student must have a signed doctor's excuse explaining the absence. All absences will remain unexcused until a note is received. Signing your child in or out in the office or calling on the phone do NOT take the place of the written note. Kentucky Truancy Laws define a truant as a child who has been absent or tardy for three or more days without a valid excuse. All truants will be reported by the Principal to the Director of Pupil Personnel of the Nelson County School District.

12 or more absences could endanger promotion to the next grade level.

TARDINESS

The school day begins at 8:15am. Students arriving late must be escorted to the office by a parent or guardian. The parent or guardian must sign the student in on the "Sign In Sheet". The student must get a late slip from the office to enter their classroom. Teachers will send the students back to the office if they do not have a slip.

Any student who arrives after 8:15am and before 10:00am will be marked tardy. Students are not marked tardy if the bus arrives late.

The school day ends at 3:05pm. Any student leaving between 2:00pm and 3:05pm will be marked "tardy". The parent or guardian must sign the student out on the "Sign Out Sheet" located in the office. The parent or guardian will be given a dismissal slip to give to the student's teacher. The teachers will not let students leave the classroom without a dismissal slip from the office. Students may only be released to people the parent or guardian has listed on their "Early Dismissal Form".

Any student who is tardy MUST bring in a note from the parent, doctor, dentist, etc in order for the tardy to be excused. All tardies will remain unexcused until a note is received. Signing your child in or out does not take the place of a written note.

Three tardies in one quarter will equal one day absent.

Tardiness interferes with the student's progress in school and a conference with the principal may be necessary to resolve this situation. Excessive tardiness will affect perfect attendance and possible promotion.

EUCCHARISTIC CELEBRATION

There is a weekly school Liturgy at 8:45am on Tuesday and Holy Days of Obligation. There are also special school liturgies for the beginning and end of the school year, Rosary Procession in September, Thanksgiving, Christmas, Catholic Schools Week, Ash Wednesday, Holy Week, and a May Procession. All students at St. Catherine Academy must participate in the Eucharistic Celebrations scheduled. The classes plan and prepare the liturgy on their respective days. All students are required to participate in religion classes and all prayer activities.

Everyone is invited to join us.

Students are not to wear shorts to church on Liturgy Days.

The celebration of Reconciliation usually takes place during Advent.

We celebrate First Reconciliation (grade 2), First Communion (grade 2), and Confirmation (Grade 8). Sacramental programs and parent meetings for the school are conducted and celebrated in conjunction with the School of Religion.

ACADEMIC PROGRAM

St. Catherine Academy and its academic programs are certified by the Kentucky Non-Public Schools Commission Inc. As of March 1996, our program includes the following: all curricular material for elementary level as prescribed by the Kentucky Department of Education and the Office of Lifelong Education and Formation, Archdiocese of Louisville. In addition, religion taught daily at all levels, family life program, physical education, music, computer education and accelerated reader.

St. Catherine Academy participates in many of the Federal programs offered to the school systems, including Title I Reading and Speech Therapy.

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. Catherine Academy participates in the D.A.R.E. program for students in grade 5 and students in grades 6-8 participate in the KIP and Life Skills program. The classroom teacher also implements drug and alcohol education in other areas of study.

LIBRARY

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

TITLE 1 READING AND SPEECH PROGRAM

St. Catherine Academy follows the guidelines used by the Nelson County School System in order to identify students who will participate in the speech and reading program. A therapist provided by the Nelson County School System offers speech therapy. The teacher will contact parents if a child needs therapy.

Title I Reading classes are held weekly for those students who qualify. Title I is offered within the student's regular schedule. Students are identified from teacher recommendations as needing extra attention. Parents are notified shortly after the beginning of the school year or as the need arises throughout the year. Parents are asked to give permission for their child to attend reading classes. At the present time this program is available for children in grades K-4.

FINE ARTS PROGRAM

The Fine Arts program consists of the following:

- PIANO – piano lessons are offered during class time to students who which to participate in grades 3 – 8. Students electing to take piano lessons are responsible for all class work missed while they are attending their lesson. These lessons are offered weekly on a one-on-one basis. A lesson fee will be charged.
- ART – art class is offered after school to interested students. The age of the students is at the discretion of the art teacher. A lesson fee will be charged.

A Christmas Production will be held in December. All students in grades K-8 are required to participate in practices and in the evening production.

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. Catherine Academy offers are: basketball, volleyball, conservation, art club, piano lessons and fitness club.

ATHLETIC PROGRAM

The school Athletic Department is responsible for athletics. An Athletic Handbook is available for those students and parents who participate.

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 will 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.

ASSESSMENT

Grades K-1 use a skill assessment. Grades 3-8 use the following percentage scale:

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

STANDARDIZED TESTS

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

PROMOTION AND RETENTION (#6360 in the Archdiocesan Handbook)

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

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

The decision in regard to retention will be communicated in writing to 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 conditions (becomes a part of the student's permanent record file).
2. Signatures of teacher, parents and principal on the documentation.

REPORT CARDS

Report cards are distributed three times during the school year. The final report card will be mailed to the students' home.

HOMEWORK

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

Grades 1-2	30-40 minutes
Grades 3-4	40-50 minutes
Grades 5-6	60-75 minutes
Grades 7-8	75-90 minutes

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

PARENT/STUDENT/TEACHER CONFERENCES

Conferences are the primary source of communication among parents, teachers and students. Conferences are held three times per year. Two conferences are mandatory and one is optional. The student must be present at the conference. Students will be marked one whole day absent if not in attendance at the conference.

COMMUNICATION

THURSDAY FOLDER

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 Thursday folder. The folder will include a weekly newsletter from the office.

ONE CALL SYSTEM

St. Catherine Academy uses the One Call Phone System to remind parents of special upcoming events. This system is also used to notify parents of unscheduled early releases due to weather, etc. The system is not used to notify parents of school closings due to weather related events, **see Emergency Closings**.

CALENDAR

Event calendars will be sent home monthly along with a menu calendar.

A school year calendar is sent home in the summer mailing.

Because of the need to use Nelson County buses to transport students, St. Catherine Academy will follow closely with the Nelson County calendar. Any differences in the St. Catherine Academy calendar and the Nelson County calendar will be noted and published in the Thursday Newsletters.

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

WEBSITE

Parents may access our website for additional information about the school. The website is stcatherineacademy.net.

EMERGENCY FORMS

Each family is required to fill out an emergency form. This form is used in the event that a parent or guardian needs to be reached during the day. Current information is essential. If a phone number or address changes during the course of the school year,

please notify the school immediately. If it is an unlisted number, please make a notation on the form and the wish for confidentiality will be honored. A copy of all emergency numbers will be kept in the school office.

EMERGENCY CLOSINGS

In the event of severe weather, school closings will be announced on the local media as early as possible. You may also call the Snow Line (502) 349-1977 or go to www.ncky.net/ncsnow. Please listen to the local radio station for information. Also listen for changes in bus schedule pick-ups. St. Catherine Academy follows the Nelson County schedule.

EVACUATIONS

Should it be necessary to evacuate either school building for a prolonged period, the faculty and students will be sent to another building on the premises. If both buildings are forced to evacuate for a prolonged period of time, the faculty and students will be taken to the church. If the students need to be dismissed, an announcement will be made on the local radio stations and through the One Call System when possible.

TELEPHONE

The school phone number is (502) 549-3680. If it is necessary to speak to your child's teacher, please call the school office and leave a message. The teacher's may not leave students unattended to answer the phone. However, messages will be given to the teacher who will then return the call.

Students are not allowed access to the telephone. 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.

Office personnel can not be held responsible for delivering messages to students. Only emergency messages will be delivered to individual students. Please make all transportation arrangements before your child(ren) come to school. This will eliminate any confusion at the end of the day.

CELL PHONES

If parents believe it is necessary for a student to have a cell phone at school it must be turned off and out of sight until after school is dismissed. If a student violates this, the phone will be confiscated and must be picked up by the parents.

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.

Any flowers, balloons, cards, or gifts sent or brought to the school will not be delivered to the student until 2:45pm. NO EXCEPTIONS.

Party invitations will not be distributed at school unless there is an invitation for every student in the class.

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.

BUCKLEY AMENDMENT (Non-Custodial Parent)

St. Catherine Academy is in compliance with the Buckley Amendment. Parents may have access to their children(s) records by contacting the office. An appointment will be granted within one week of the request. The custodial parent is responsible for communicating school related information to the non-custodial parent. The non-custodial parent has the same rights according to the Buckley Amendment, as the custodial parents, to review a child's record, school textbooks and instructional materials unless the court rules otherwise.

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.

MEDICAL / HEALTH

ACCIDENTS/ILLNESSES

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 the 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.

It is recommended that students showing signs of illness be kept at home. The school requests that parents phone the school in case of any contagious diseases.

When a child becomes ill at school, the office personnel will notify the person listed on the Emergency Contact Form. If the parent wishes to be notified first, the parent's name must be listed as the first contact. Any student that "throws up" at school or has a temperature of 100.5 or higher must go home. If a child has a non-contagious medical condition which causes this, a doctor's statement must be on file in the office.

DISPENSING MEDICATION

Medication should be given at home when possible.

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:

1. Child's Name
2. Name of Drug
3. Dosage
4. Purpose
5. Date to be dispensed
6. Time of day to be given
7. Side effects
8. Storage instructions

The medication must be brought to school in its original container. The medication should only be sent when needed. The office will not store over the counter medications without a doctor's statement. The medication will be kept locked in the office and will be available to the responsible school personnel.

A release of liability form for dispensing medication must be on file before any medication can be given.

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.

HEALTH SCREENINGS

Hearing and Vision screenings will be administered each Spring for students in grades 1-8. Any problems noted are reported to parents via a letter in the mail. Parents are strongly urged to follow up with your child's pediatrician.

All students' height and weight are recorded each Spring.

Scoliosis Screenings are administered to students in 6th and 8th grade. Parents have the right to refuse this screening for their child.

LICE

Parents are asked to notify the office if their child contacts lice. Families will be notified via a letter each time a student has lice. The child's name will remain anonymous.

St. Catherine has a NO NIT policy.

VISITORS / PARENTS

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

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

All school doors are locked at 8:20am and will remain locked until 2:45pm.

ARRIVAL AND DISMISSAL OF STUDENTS

CAR RIDERS PROCEDURE

In the morning and afternoon, cars will enter the alley next to the post office and exit through alley next to the church. Parents who wish to escort their child/children into the school building must park in the parking lot behind the elementary building. **Parents MAY NOT drop students off in front of the elementary building or park in the gravel lot behind the rectory.** This policy is in place for the safety of our bus riders.

Any parent or visitor who needs to enter the school building to pick up a child before the afternoon dismissal or who may have other business in the school must park in the parking lot behind the elementary building and enter through the front door of the elementary building.

DISMISSAL ROUTINE

Car riders and walkers are dismissed at 3:05pm. All students are to be picked up through the car lines; pickups from the street or sidewalks are not allowed.

ANY CAR RIDER LEFT ON THE SCHOOL GROUNDS AFTER 3:15 PM WILL BE TAKEN TO THE UPSTAIRS HALLWAY IN THE ELEMENTARY BUILDING.

LOST AND FOUND

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

SCHOOL PROPERTY

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

TEXTBOOKS

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

OTHER POLICIES

TORNADO, FIRE, DISASTER AND EARTHQUAKE DRILLS

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

BOMB THREATS

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

NO SMOKING POLICY

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

DRUGS AND ALCOHOL

The bringing of or use of alcohol or illegal drugs on the St. Catherine Academy property by St. Catherine Academy students at anytime is a violation of civil law and an action that requires the immediate disciplinary action of suspension from the school.

The school recognizes and accepts responsibility that we share with you in upholding the civil law of our community/nation/state, and the obligation of moral instruction within our Catholic Church and Catholic School System.

FIREARMS AND WEAPONS

Unlawful possession of firearms or other deadly weapons on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand (\$10,000) fine. Weapons of any kind on not permitted on St. Catherine Academy property.

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.

PEST CONTROL

St. Catherine Academy is sprayed with pesticide as needed on the 3rd Friday of each month after school hours.

FUNDRAISING

The following fundraisers are held on an ongoing basis or once a year. St. Catherine Academy encourages parents to coordinate fundraisers to raise money for the school. However, all fundraisers must be pre-approved by the Principal. This will ensure that no two fundraisers overlap.

BINGO

Each family enrolled at St. Catherine Academy are asked to work the St. Catherine Academy bingo. Funds from bingo are used to support St. Catherine Academy. Bingo receipts are an essential supplement to the school.

Bingo is held on Friday evenings. Parents will be scheduled to volunteer one bingo per month and one or two extra bingos and fifth Friday bingos. When a parent is unable to work that parent is responsible for finding an approved substitute.

Bingo Dress Down Day is offered monthly for students whose parents worked the previous month's bingo. If a child is not eligible to dress down a note will be sent in advance to the parent. Should an ineligible student arrive at school dressed down the following course of action will be taken:

- 1) The parent will be contacted to bring the child a uniform. If the parent can not be reached or will not bring a uniform;
- 2) The student will be provided with a uniform from the school's stock.

AUTUMNFEST

Autumnfest is held in the fall of each year. A planning committee will be formed in early August. Families will be called upon to sell raffle tickets, donate items, prepare food, and work at the Autumnfest. All families are asked to do their part. Work schedules will be sent prior to the event.

SUMMER PICNIC

The summer picnic is held each summer. All families are asked to donate cakes and Jarco items, sell raffle tickets and work the summer picnic. Work schedules will be sent prior to the event.

SCRIP

Scrip gift certificates are sold to families to help raise money for St. Catherine Academy. Order forms are sent home weekly. Families may choose from a variety of vendors to purchase certificates from. Our school's target is for each family to purchase at least \$200 per month.

Orders are due by 9:00am on Fridays. (If school is not in session on Friday, the order is due the last day school is in session for that week.) Orders will be sent home on or before the following Friday. Please remember we purchase from an outside vendor so no return dates are guaranteed.

OTHER FUNDRAISERS

St. Catherine Academy participates in the following fundraisers on an ongoing basis:

- Campbell's Soup Labels
- Box Tops for Education
- Goodsearch
- Target (Visa Card)

FIELD TRIPS

Field trips will be taken to enhance the curriculum. Advance planning and preparation shall be made and discussed with the principal. Only students in the given grade level will be allowed to go on the field trips. Siblings will not be allowed to attend. All school regulations are in effect on school trips.

Each student must have an original school permission form signed by his/her parent(s) or legal guardian, in order to participate in any activity away from the school grounds. The form is to be signed by both parents if possible.

A student who has not returned a permission form signed by his/her parent or guardian may not accompany the group. *Parent phone calls will not be accepted in place of a signed form. A non-standard form such as a note saying, "My child can go with you today" will not take place of the form. NO EXCEPTIONS.*

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.

TRANSPORTATION

St. Catherine Academy students will use the Bethlehem High School buses for all Field Trips (excluding 8th grade trip to Washington D.C.) **All students and teachers must ride the bus to and from trip location.** Parents may ride the bus if there is room.

PARENTS ATTENDING

Adults going as part of the class will be considered a "chaperone" and must assume "chaperone duties". All parents must have a criminal background check on file and must attend an Archdiocese Safe Environment Training Workshop in order to attend a field trip.

8TH GRADE TRIP

As of the 1997-1998 school year, the 8th grade class trip will be a field trip to Washington D.C. The parents and students will be responsible in helping to raise funds for the trip. The goal is to raise enough funds to pay for each student's way plus two St. Catherine Academy Faculty members.

We will need 100% participation from all students and their parents.

GUIDELINES FOR OVERNIGHT TRIPS

- Once a room has been assigned, changes cannot be made.
- Students need to be with an adult at all times; no exceptions.
- No drinking of alcohol or use of tobacco products is permitted by students or parents.
- Everyone must stick to the itinerary.
- You are representing St. Catherine Academy. For future classes to attend this same trip, we must set a good example.
- This is an educational trip: parents are expected to help support and be responsible for all children, not just your own. **This trip is for students not parents.**
- In the event of any odd person, there may need to be 5 to a room. A roll-a-way bed will be supplied.
- No electronic devices may be taken on the trip.
- No protective device (knives, mace, etc.) is allowed. It is illegal.
- Any student who chooses to break the guidelines during a class trip will be sent home by expense to their parents.
- Any adult going on the trip will be considered a chaperone and must assume chaperone duties. This means you will be in charge of a certain number of students at all times.

DRESS CODE

UNIFORM POLICY

APPEARANCE

- Presentable haircuts – Boys’ hair shall remain above the collar and the brows.
- Hair must be natural color – no bleached or artificial colors (Ex. Pink, Green, Blue, etc)
- No make-up, fingernail polish or artificial nails.
- Boys may not wear earrings, and girls may not wear dangling earrings.
- Jewelry should be kept to a minimum and be appropriate with the uniform.

PANTS

- **Color: Navy Blue or Khaki**
- Slacks or Shorts and girls may also wear: Skorts, Skirts, or Capris.
- Girls in grades K-3 may wear Jumpers.
- Shorts may be worn until October 31 and again beginning April 1.
- No trim, logo, frayed, holes, light blue, or faded colors are considered to part of the uniform.
- No blue jeans, corduroy, cargo, hip huggers, stretch pants, sweat pants, bell-bottoms, flare legs of any type may be worn.
- Shorts, Skorts, Skirts and Jumpers must be at or near finger-tip length.
- Belts must be worn with pants and shorts at all times, unless the pants or shorts have no belt loops. A black, navy or brown buckle belt is the standard, however, most other belts are acceptable.

SHIRTS

- **Color: Navy Blue, Light Blue or White**
- St. Catherine Logo is not required but is the only logo allowed.
- Long or short-sleeve Polo Style Shirt with plain collar.
- Undershirts must be white and cannot be a turtleneck.
- Shirts must be tucked in at all times.

SWEATSHIRTS

- **Hooded or Crew Neck Sweatshirt**

Color: Navy Blue or Royal Blue

St. Catherine Logo is not required but is the only logo allowed.

- **Quarter-Zip Sweatshirt**

Color: Navy Blue

Must be bought through the school

- Jackets may not be worn in the classrooms.

SHOES & SOCKS

- Closed-toe, closed-heel, rubber-soled shoes with a tie, velcro, or buckle closure are required.
- Shoes must be tied at all times.
- NO Boots of any kind are allowed.
- NO Croc-Style shoes are allowed.
- Socks, for health reasons, must be worn at all times.
- Socks may not have a logo or any kind.
- Socks must be navy blue or white, must cover the ankle, and show above the shoes.
- Girls may wear white or navy tights with skirts, skorts or jumpers.

DRESS DOWN DAYS

Clothing worn on these days shall be appropriate and shall not reflect anything contrary to the values of the school. (Ex: Alcohol, drugs, etc)

- No tank tops or sleeveless shirts may be worn.
- Shorts, Skorts, Skirts and Dresses must be at or near finger-tip length.
- Clothing cannot be frayed or have holes.
- Closed-toe, closed-heel, rubber-soled shoes with a tie, velcro, or buckle closure are required.
- Shoes must be tied at all times.
- NO Boots of any kind are allowed.
- NO Croc-Style shoes are allowed.
- Socks are required.
- Pajamas may only be worn designated “Pajama Day” and must be appropriate.

If something is not listed it can be assumed that is not an acceptable part of the dress code. Should any questions arise about the dress code policy – the Principal will make the final determination.

UNIFORM VIOLATIONS

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

TECHNOLOGY USER AGREEMENT

St. Catherine Academy 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

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

GRIEVANCE PROCEDURE

Authority as exercised in the Catholic School System depends in a large measure upon the spirit of willing cooperation among principal, teachers, students, and parents. However, honest disagreements can, and sometimes do occur between personnel at various levels. For those instances when the person involved cannot reach an agreement that is mutually satisfactory, the following is to be observed:

1. Students/Parents
2. Teacher(s)
3. Principal
4. Pastor
 - a) Personnel involved in a complaint situation to find the simplest, most effective way to resolve differences.
 - b) Disagreements or complaints should be discussed and resolved at the level closest to the disputed question.
 - c) Grievance issues must be addressed with the Teacher and the Principal prior to contacting the Pastor. The Pastor reserves the right to include the Principal in all discussions with parents and/or guardians. The Pastor has the right to intervene with authority at any stage of a complaint or grievance, provided such intervention seems more likely to bring a speedy and just solution.

RIGHT TO AMEND

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

SCHOOL INFORMATION

St. Catherine Academy
413 First Street
New Haven, Kentucky 40051

Federal ID# 61-0444801

School Telephone: (502) 549-3680

School Fax: (502) 549-5410

School E-mail Address: office@saintcatherineschool.com

Website: stcatherineacademy.net

ST. CATHERINE ACADEMY PASTORAL STAFF

Reverend Chris Lubecke, Pastor

Mr. Arnold Downs, Deacon, Immaculate Conception

Mrs. Jo Renee O'Bryan, Principal

Mrs. Doris Culver, Business Manager/Bookkeeper

Mrs. Tonia Greenwell, Parish Secretary

ST. CATHERINE ACADEMY SCHOOL BOARD MEMBERS

Mrs. Ellen Boone***

Mrs. Julie Geoghegan, Secretary***

Mrs. Linda Mattingly*

Mr. Ricky Reiter, Chairman**

Mrs. Debbie Wimpsett*

ST CATHERINE ACADEMY FACULTY AND STAFF

Mrs. Jo Renee O'Bryan, Principal, 7/8 Grade Homeroom

Mrs. Lynn Brady, Pre-Kindergarten Director/Teacher

Mrs. Lori Martin, Pre-Kindergarten Aide

Mrs. Anna Greenwell, Pre-Kindergarten Aide

Ms. Michelle Hall, Kindergarten/First Grade

Ms. Ann Bryan, Second/ Third Grade Homeroom

Ms. Anita Brockman, Fifth/Sixth Grade Homeroom

Mrs. Connie Mouser, Seventh/Eighth Grade Homeroom

Ms. Jessie Reed, Fourth Grade Homeroom

Mrs. Kim Burd, Media/Instructional Assistant

Mrs. Melinda Rogers, PE Teacher

Mr. Larry Dickerson, Instructional Assistant

Mrs. Gladys Carter, Instructional Assistant

Mrs. Wilma Wimsett, After School Care

Mr. Bill Smith, Maintenance

Mr. Jason Clark, Athletic Director

Ms. Teresa Thompson, Title I Reading

Ms. Nancy Ballard, Speech

Ms. Tanya Lefaivre, Piano Instructor

CAFETERIA STAFF

Mrs. Patricia Head, Manager

TBD, Assistant

ASBESTOS NOTIFICATION

Notification to Parents, Students, Faculty and Staff

As you know St. Catherine Academy is committed to maintaining a safe and healthy learning environment for all employees and students in our school. In keeping with this commitment, several years ago St. Catherine Academy employed Micro-Analytics, Inc to conduct independent inspections and compile Management Plans for our school according to state and federal regulations to determine the extent of asbestos containing materials primarily in boiler pipe insulation and floor tiles. The complete inspection report and laboratory analysis are available in the asbestos file in the Principal's office in the school. (In most of these locations the asbestos-containing materials are in good condition and therefore pose relatively little potential for the release of asbestos fibers under normal use and conditions.

The grade school and high school building are inspected on a regular basis to insure that asbestos-containing materials pose no health hazards, and that all buildings meet government regulations.

St. Catherine Academy intends to deal with asbestos-containing materials as directed by the recommendations of the Kentucky Department of Natural Resources and Environmental Protection (KDNREP). Employees and teachers have been given specific instructions on how to avoid these materials and how to minimize any threat that might occur until removal is possible. We ask the cooperation of all parents and teachers in directing school children to assist us in maintaining a safe school environment. We thank you for your cooperation and assure you that we will keep you informed of the progress of our asbestos control program.