

# St. Catherine Academy



*“Where Every Child is a Gift from God”*

**PARENT / STUDENT HANDBOOK**

## Contents

MESSAGE TO PARENTS/GUARDIANS .....	5
ST. CATHERINE ACADEMY MISSION STATEMENT .....	5
ST. CATHERINE ACADEMY VISION STATEMENT .....	5
PHILOSOPHY OF ST. CATHERINE ACADEMY .....	6
OBJECTIVES OF THE PHILOSOPHY .....	7
ACCREDITATION .....	8
ADMISSIONS .....	8
NON-DISCRIMINATION POLICY .....	8
ADMISSIONS REQUIREMENTS .....	8
STUDENTS WITH SPECIAL EDUCATIONAL NEEDS .....	9
TRANSFER STUDENTS.....	10
WITHDRAWN STUDENTS.....	10
FINANCIAL POLICIES .....	11
TUITION .....	11
CHECK POLICY.....	11
FINANCIAL AID.....	11
CODE OF CONDUCT AT ST. CATHERINE ACADEMY .....	12
PHILOSOPHY.....	12
DISCIPLINE POLICY .....	13
INFRACTIONS OF THE CODE OF CONDUCT AND THEIR CONSEQUENCES .....	16
PLAYGROUND RULES .....	17
RESTROOM RULES .....	18
BUS DUTY.....	18
BUS CONDUCT .....	18
CAFETERIA.....	20
CAFETERIA RULES .....	20
ATTENDANCE POLICY .....	21
ABSENCES .....	21
TARDINESS.....	21
EUCCHARISTIC CELEBRATION .....	23
ACADEMIC PROGRAM .....	23
FAMILY LIFE.....	23
ALCOHOL AND DRUG PROGRAM.....	24
LIBRARY .....	24
TITLE 1 READING AND SPEECH PROGRAM.....	24
FINE ARTS PROGRAM.....	24
EXTRA-CURRICULAR ACTIVITIES .....	25
ATHLETIC PROGRAM .....	25
SPECIAL EDUCATION PROTOCOL.....	25
ASSESSMENT.....	26
STANDARDIZED TESTS.....	26
PROMOTION AND RETENTION.....	26
REPORT CARDS.....	27
HOMEWORK.....	27
PARENT/STUDENT/TEACHER CONFERENCES.....	28

COMMUNICATION.....	28
THURSDAY FOLDER .....	28
ONE CALL SYSTEM .....	28
CALENDAR.....	28
WEBSITE .....	29
EMERGENCY FORMS .....	29
EMERGENCY CLOSINGS .....	29
EVACUATIONS .....	29
TELEPHONE .....	30
CELL PHONES .....	30
BIRTHDAYS / SPECIAL OCCASIONS.....	30
RECORDS .....	31
PERMANENT .....	31
HEALTH.....	31
ACADEMIC .....	31
BUCKLEY AMENDMENT (Non-Custodial Parent) .....	31
MEDICAL / HEALTH .....	32
ACCIDENTS / ILLNESSES .....	32
DISPENSING MEDICATION .....	32
LICE.....	33
VISITORS / PARENTS / VOLUNTEERS .....	33
CRIMINAL BACKGROUND CHECK.....	33
SAFE ENVIRONMENT TRAINING WORKSHOP.....	34
ARRIVAL AND DISMISSAL OF STUDENTS .....	35
CAR RIDERS PROCEDURE .....	35
MORNING DROP OFF ROUTINE.....	35
AFTERNOON DISMISSAL ROUTINE.....	35
LOST AND FOUND .....	36
SCHOOL PROPERTY .....	36
TEXTBOOKS.....	36
OTHER POLICIES.....	36
TORNADO, FIRE, DISASTER AND EARTHQUAKE DRILLS .....	36
BOMB THREATS.....	36
NO SMOKING POLICY .....	37
DRUGS AND ALCOHOL .....	37
FIREARMS AND WEAPONS .....	37
SEARCH AND SEIZURE.....	37
PEST CONTROL .....	37
FUNDRAISING .....	38
CASINO NIGHT .....	38
PORTRAIT'S OF EXCELLENCE BENEFIT BANQUET .....	38
AUTUMNFEST.....	38
SUMMER PICNIC .....	38
OTHER FUNDRAISERS.....	39
FIELD TRIPS .....	40
TRANSPORTATION.....	40

PARENTS ATTENDING.....	40
8 <sup>TH</sup> GRADE TRIP.....	40
GUIDELINES FOR OVERNIGHT TRIPS.....	41
DRESS CODE.....	42
UNIFORM POLICY.....	42
DRESS DOWN DAYS.....	43
UNIFORM VIOLATIONS.....	44
TECHNOLOGY USER AGREEMENT.....	44
GRIEVANCE PROCEDURE.....	46
RIGHT TO AMEND.....	46
SCHOOL INFORMATION.....	47
ST. CATHERINE ACADEMY PASTORAL STAFF.....	47
ST. CATHERINE ACADEMY SCHOOL BOARD MEMBERS.....	47
ST CATHERINE ACADEMY FACULTY AND STAFF.....	48
CAFETERIA STAFF.....	48
ASBESTOS NOTIFICATION.....	49

## **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 Catholic elementary school which is faithful to the teaching of the Roman Catholic Church and the magisterium. 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 development of the inner self as well as a sense of social responsibility of 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 student’s 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 and Advanced Ed.

## **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 on or before August 1st of the current school year. To be eligible for first grade, a child must reach the age of six on or before August 1<sup>st</sup> 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 determines 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.

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.

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 beginning in December. It is the responsibility of the school family to complete the application form and turn in all required documents on time. 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.

## **DISCIPLINE POLICY**

**The objectives of the Discipline Policy are:**

- To stop the inappropriate action
- To allow the action to be discussed
- To teach appropriate behavior
- To communicate with our students and their families regarding behavior trends and responsibilities

**To provide a classroom environment that is conducive to learning we will:**

- Encourage character development and help students build self esteem
- Promote growth in self-discipline
- Foster respect for authority and peers

The following rights and responsibilities should be seen as a guideline that will be used by our teachers to develop their classroom rules and expectations.

## **RIGHTS**

1. To learn without interference.
2. To have your work respected.
3. To be listened to when speaking.
4. To receive help in your work.
5. To have your property respected.
6. To work and play in a safe environment.
7. To have your opinion respected.
8. To maintain personal space.

## **RESPONSIBILITIES**

1. To accept ownership for your learning.
2. To respect the work of others.
3. To speak clearly and to actively listen.
4. To wait patiently for help.
5. To respect the property of others.
6. To be aware of your safety and the safety of others.
7. To express your opinion politely.
8. To respect a person's right to personal space.

### **Classroom/Teacher Discipline Plans**

The rights and responsibilities listed above will provide a framework for the discipline plans in our individual classrooms. Within each class positive discipline will be modeled and used. The teacher has a range of consequences for minor offenses which may include loss of a privilege, a time-out period, loss of recess, etc. Parents will be notified by the teacher or principal if the misbehavior persists. Parents will be asked to come in for a conference if the teacher notices a pattern of misbehavior. Good communication is essential for understanding the problem and shaping behavior changes.

### **Infractions of Discipline Policy**

When a child chooses to disregard the rules that have been put in place, it is important that he/she understands that consequences will take place.

### **The Supervising Teacher May Issue a Conduct Referral for any of the Following Infractions:**

- Disruption of classroom learning
- Disregard of classroom or school rules
- Inappropriate physical contact
- Disrespect of staff or peers

Referral slips, signed by a parent, must be returned to school the next school day. If the student fails to return the slip the student will call home from the office to let the parent know that the slip will be coming home again that night. It is important that the parents support this process and that they take time to discuss the infraction that occurred and a plan for how their child can improve his/her behavior.

**\*When a student has earned THREE written conduct referrals within a quarter, the student will serve a detention. If a child receives a third conduct referral on a Thursday, he/she will serve their detention the following Thursday.**

Detentions will be held on Thursdays from 3:15 p.m. – 4:00 p.m. Any **extracurricular activities** (practice, games, etc.) scheduled for this day will be forfeited. After a student has served TWO detentions, a conference may be held with the student, parents, the Principal and teachers to discuss consequences and strategies for improving the student's conduct. A plan will be put in place for helping the student follow the discipline code; improvement in behavior must take place. If the student earns a THIRD detention a strategic plan will be put in place for the improvement of behavior. The plan will be presented to the student and parents. If subsequent referrals are issued, the student will receive an in-school suspension. Any infractions after an in-school suspension require a mandatory meeting with the parents.

### **Uniform Violations**

Students will be issued a uniform violation when they are not wearing the correct uniform. After THREE violations the student will earn a conduct referral.

### **Parental Support of the Discipline Code**

Each teacher implements a plan of discipline for his/her classroom. It is the student's responsibility to follow the behavior guidelines provided by the staff and learn what behaviors are acceptable in the classroom, at recess time, and in the cafeteria. Students will be held accountable for following rules. Parents are expected to support the Discipline Code. If any referrals are brought home, parents should take them seriously because it is an indication that the child is deviating from acceptable behavior. If a child consistently ignores rules, it becomes apparent that he or she has not embraced the school philosophy at St. Catherine Academy and may be asked to leave. Please be aware that the Discipline Policy may be changed at the discretion of the administration or pastor. Any questions regarding the Discipline Policy may be addressed to the school's administration. Thank you in advance for your assistance in supporting our new policy.

## **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, phone calls to parents or a conduct referral.**

- 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 5-8, 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.\*

## **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 present 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. Walkers will be dismissed at 3:15 (a walker is considered any student that does not get picked up in the car line). Students are expected to sit quietly until their ride arrives. Any car rider not picked up by 3:15pm will be returned to his/her designated classroom. Bus Riders will be dismissed at 3:20 (time is subject to change- depending on Nelson County Transportation).

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

St. Catherine Academy does not participate in the USDA lunch program but does participate in the Special Milk Program. An a la carte breakfast and a healthy lunch are offered daily for a fee. Juice is also offered for sale. Lunches are available at a free or reduced rate for those who qualify. Application forms are sent home in July summer mailing. Families must apply each year. 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. Money is put into a family account. If the account has a negative balance no charges for a la carte items can be made. Lunch and Breakfast can be charged until the account reaches a negative balance of \$15.00.

A la carte is offered to students in grades K-8. If you do not want your child to purchase a la carte items it is your responsibility as the parent to communicate that to your child. The cafeteria staff can not be responsible for enforcing individual parent wishes. Parents are responsible for all charges made to their child(ren)'s account.

**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 School's 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 and before 3:15pm 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 3:15pm. Any student leaving between 2:00pm and 3:15pm 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.**

\*\*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.

The celebration of Reconciliation usually takes place during Advent and Lent.

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. 8<sup>th</sup> grade students attend an Abstinence Class at the end of their 8<sup>th</sup> grade year.

## **ALCOHOL AND DRUG PROGRAM**

St. Catherine Academy classroom teachers implement drug and alcohol education in other areas of study.

## **LIBRARY**

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

## **TITLE 1 READING AND SPEECH PROGRAM**

St. 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 as part of the curriculum for grades K-8.

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, Piano Lessons, Walking Club, Girls on the Run, and Robotics 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, **School Accommodation Plans** are written. The school will convene a meeting of a School Accommodation 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 School Accommodation 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 **School 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.

## **ASSESSMENT**

Kindergarten uses a skill assessment. Grades 1<sup>st</sup> - 8<sup>th</sup> 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, folders are sent home on Thursday's with the oldest child in the family. Newsletters are sent via email on Thursdays. 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.

### **ONE CALL SYSTEM**

St. Catherine Academy uses the One Call Phone System to remind parents of special upcoming events. The weekly newsletter will also be emailed to all families via the One Call System. 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.

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](http://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. 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. Students are not to return to school until they have been fever free without medication for 24 hours.

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.**

### **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 / VOLUNTEERS**

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. Sign In in the office.
4. Go to the designated area or classroom.
5. When leaving the building, return to the office to sign out.

### **CRIMINAL BACKGROUND CHECK**

Volunteers who have direct contact with children must have a Criminal Background Check on file in the school office. This includes those volunteering for the Athletic Program or other Extra-Curricular Programs, as well as, those attending field trips or volunteering in any capacity in the school or classrooms. Background checks must be run through the school office so that they are maintained through the Archdiocese of Louisville master database.

## **SAFE ENVIRONMENT TRAINING WORKSHOP**

The Archdiocese of Louisville and St. Catherine Academy are committed to ensuring that children and youth who worship, study or participate in church-sponsored activities can do so in the safest and most secure setting possible. In an effort to fulfill this commitment, all employees or volunteers who have contact with children or youth (18 and under) for ANY length of time are required to participate in one of the 2-hour Safe Environment Training Workshops.

The Safe Environment Program will cover the following topics:

- Identifying signs of child sexual abuse
- Understanding the dynamics of child sexual abuse, including how children are groomed and how they may attempt to reveal their experience
- How to take action in response to child sexual abuse, including obligation to report and caring for the abused child
- Becoming familiar with new archdiocesan policies and Code of Conduct regarding work with children

Participants will receive a copy of the new Sexual Abuse Policies and a resource manual. **No registration is necessary.** Sign-in sheets will be available at the workshops.

# **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.

## **MORNING DROP OFF ROUTINE**

Students may be dropped off at St. Catherine Academy beginning at 7:15am. A faculty/staff member will greet parents/students at the door on the south side of the building from 7:15am – 8:00pm. All doors will be locked and access will be given by the faculty/staff greeter on duty. If a student arrives after 8:00am, they will need to come to the front door of the school building and ring the door bell.

## **AFTERNOON DISMISSAL ROUTINE**

Car riders (students that will be picked up in the car line only) 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. Walkers will be dismissed at 3:15 p.m. (any student who is not being picked up in the car line or is a bus rider is considered a walker.)

**ANY CAR RIDER LEFT ON THE SCHOOL GROUNDS AFTER 3:15 PM WILL BE TAKEN TO A DESIGNATED CLASSROOM.**

Any student not picked up by 4:00pm will be sent to After School Care. Parents will be responsible for the After School Care Charges.

## **LOST AND FOUND**

A lost and found box has been placed in the teacher's copy room. 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.

## **CASINO NIGHT**

Each family enrolled at St. Catherine Academy is asked to sell admission tickets, obtain sponsorships, donate items and help at the Annual Casino Night held in late winter. Funds from Casino Night are used to support St. Catherine Academy. Casino Night receipts are an essential supplement to the school.

## **PORTRAIT'S OF EXCELLENCE BENEFIT BANQUET**

Each family enrolled at St. Catherine Academy is asked to help with the Benefit Banquet. All students are expected to attend and be a part of the program. Funds from Benefit Banquet are used to support the St. Catherine Academy Internal Tuition Assistance Program, make capital improvements which directly benefit the students, and purchase items that are vital to the student's education at St. Catherine Academy. The Benefit Banquet is held each year in January.

## **AUTUMNFEST**

Each family enrolled at St. Catherine Academy is asked to help with the Autumnfest. 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. Work schedules will be sent prior to the event. The Autumnfest is held each year in October.

## **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.

## **OTHER FUNDRAISERS**

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

- Box Tops for Education
- Goodsearch
- Target (Visa Card)
- Amazon Smile

## **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 8<sup>th</sup> 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.

## **8<sup>TH</sup> GRADE TRIP**

As of the 1997-1998 school year, the 8<sup>th</sup> 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 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  
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 on 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. (3 uniform violations equals one behavior referral)

## **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 order of grievance 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 N. 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 Matthew Hardesty, Pastor

Mr. Arnold Downs, Deacon, Immaculate Conception

Mrs. Jo Renee O'Bryan, Principal

Mrs. Doris Culver, Business Manager/Bookkeeper

Mrs. Kaitlyn Mattingly, Administrative Assistant

Mrs. Margaret Schay, Marketing / PR Coordinator

## **ST. CATHERINE ACADEMY SCHOOL BOARD MEMBERS**

Mr. Phil Cissell\*\*

Mrs. Beth Culver, Chairman\*\*

Mrs. Linda Mattingly, Secretary\*\*\*

Mrs. Tracy Rogers\*

Mrs. Shawna Gant, Vice Chairman\*

## **ST CATHERINE ACADEMY FACULTY AND STAFF**

Mrs. Jo Renee O'Bryan, Principal  
Mrs. Lynn Brady, Pre-Kindergarten Director/Teacher  
Mrs. Lori Martin, Pre-Kindergarten Aide  
Mrs. Anna Greenwell, Pre-Kindergarten Aide  
Mrs. Michelle Hall, Kindergarten  
Ms. Ann Bryan, First/Second Grade Homeroom  
Ms. Anita Brockman, Fifth/Sixth Grade Homeroom  
Mrs. Connie Mouser, Seventh/Eighth Grade Homeroom  
Ms. Jessie Reed, Third/Fourth Grade Homeroom  
Ms. Kristy Cambron, Classroom Teacher / PE / Art  
Mr. Larry Dickerson, Instructional Assistant, Robotics Club  
Mrs. Wilma Wimsett, After School Care  
Mr. Bill Smith, Maintenance  
Mr. Jason Clark, Athletic Director  
To Be Announced, Title I Reading  
To be Announced, Speech  
Ms. Tanya Lefaivre, Piano Instructor

## **CAFETERIA STAFF**

Mrs. Patricia Head, Manager  
Ms. Annette Culver, Assistant

# **ASBESTOS NOTIFICATION**

Notification to Parents & Students,

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 school 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.