

Saint Athanasius School

Student Handbook



Fostering Community
Celebrating Tradition
Discovering Giftedness
Embracing Accountability
Growing in the Spirit



ARCHDIOCESE OF LOUISVILLE
Catholic Schools

Revised 24/25

Dear St. Athanasius Families,

I am so glad you have chosen St Athanasius for the education and faith development of your child(ren.) We are committed to providing a quality education in grades Pre-K-8. I know that by working together, we can accomplish great things this year.

The faculty and staff at St. Athanasius are an excellent group of educators and I know they will work hard every day to provide your child with a quality education. However, we are only part of the equation. Your active involvement in the school life of your children is crucial. This includes your active participation in church as well as school activities.

It is important that all members of our school community familiarize themselves with the policies outlined in this handbook and adhere to them at all times. By doing so, we uphold the integrity of our school community and contribute to a positive and respectful learning environment.

I hope you will find this handbook helpful and practical. The policies and guidelines for the governance of our school are included should you have questions. If you cannot find the answers in the handbook, please feel free to call us anytime, we are here to help.

I look forward to meeting and working with all of you in the future and pray that God continues to bless us all as we begin our new year together. I'm glad that you are here.

Sincerely,
Kristen Blankenship
Principal, St. Athanasius School



Welcome to the
S W A R M
where we are...

Scholarly • Welcoming • Accountable
Respectful • Motivated

Importance of Handbook

The policies and procedures outlined in this handbook serve as an agreement for services between the non-public school and the student/parent or guardian.

All policies outlined in this handbook are in accordance with the policies and directives established by the Archdiocese of Louisville. These policies reflect our dedication to upholding the values and standards set forth by our faith while ensuring the well-being and educational development of our students.

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at her/his discretion. We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus. The principal reserves the right to discipline students for off-campus conduct.

The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notice of changes.

Please read the handbook carefully and return the signed agreement form included in the registration packet. A signed handbook agreement form is required for all students enrolled at St. Athanasius and must be completed before classes begin.

PLEASE NOTE: THE TEXT OF ANY CHANGES MADE FROM LAST YEAR'S HANDBOOK WILL BE SHADED THROUGHOUT THIS 24-25 COPY

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ST. ATHANASIUS FACULTY & STAFF 2024-2025

The Administration, Faculty and Staff are committed to helping students develop on-growing maturity and a sense of responsibility which will lead them to use their God-given talents and be aware of their gifts, as well as their needs and the needs of others.

Principal Mrs. Kristen Blankenship- blankenshipk@athanasiusschool.org

Administrative Asst. Emily Gentry – gentrye@athanasiusschool.org

Secretary Mrs. Brittany Ernst – ernstb@athanasiusschool.org

Bookkeeper Mrs. Shawn Black – sblack@staparish.com

Pre-K Mrs. Deb McCabe – mccabed@athanasiusschool.org

Kindergarten Ms. Taylor Land- landt@athanasiusschool.org
Mrs. Michelle Duvall – duvallm@athanasiusschool.org

Grade One Mrs. Mary Dyar – dyarm@athanasiusschool.org
Ms. Olivia Brown- brownno@athanasiusschool.org

Grade Two Mrs. Ellen Burkhardt- burkhardte@athanasiusschool.org

Grade Three **Ms. Gracie Wolfe – wolfeg@athanasiusschool.org**

Grade Four Ms. Hannah Thomas – thomash@athanasiusschool.org

Grade Five Mrs. Karen Potts – pottsk@athanasiusschool.org

Grade Six Mr. Brian Dubil - dubilb@athanasiusschool.org

Grade Seven Mr. Craig Richardson - richardsonc@athanasiusschool.org

Grade Eight Mrs. Angela Poole - poolea@athanasiusschool.org
Mrs. Sarah Norris – norriss@athanasiusschool.org

Art/Computer Mrs. Nicole Hoffmann – hoffmannn@athanasiusschool.org

Counselor Mrs. Brooke Herron– herronb@athanasiusschool.org

LearningCoord. Ms. Patrice Payton - paytonp@athanasiusschool.org

Librarian/STEM Ms. Ivy Hall – halli@athanasiusschool.org

Music/PE Mrs. Susan Johnston –johnstons@athanasiusschool.org

Cafeteria Manager Mrs. Stacy McGregor- mcgregors@athanasiusschool.org

Cafeteria Assts. Mary Jacinta Moore, Eugene DeJesus

Technology Director

S.A.F.E. Ms. Deb McCabe – mccabed@athanasiusschool.org

Maintenance Mr. Billy Stopinski and Mr. Ron Parr

Instructional Assistants

Kim Hourigan and Jen Hutcherson- Kindergarten

Marideth Simpson- 1st Grade

Mrs. Diana Grosshans- 2nd Grade

Mrs. Sandy Clark- 3rd Grade

Preferred Substitutes

Mr. Bill Moore

Mrs. Mary Ann Hettinger

Mrs. Kim Patton

ST. ATHANASIUS SCHOOL

CO-WORKERS IN FAITH – PARTNERS IN EDUCATION

PHILOSOPHY OF ST. ATHANASIUS SCHOOL

St. Athanasius School, in partnership with parents, provides and develops the spiritual, intellectual, moral, emotional, social and physical growth of our students. Our education is centered around the Catholic faith and tradition.

CORE VALUES

- ❖ Fostering Community
- ❖ Celebrating Tradition
- ❖ Discovering Giftedness
- ❖ Embracing Accountability
- ❖ Growing in the Spirit

VISION

As stewards of Catholic education, St. Athanasius School is committed to challenging students to embrace diversity as active Co-workers in the Vineyard of Christ. Christian values are instilled in students so to live a Christ-centered life of faith and service to all. We are also committed to ensuring learning in student-centered classrooms where technology is utilized as a tool for success.

MISSION STATEMENT

St. Athanasius School promotes growing in the Spirit through Catholic values and morals, discovering giftedness and embracing accountability by providing a quality education to diverse learners, celebrating tradition and fostering community by encouraging our students to live the Mission of Christ in an ever-changing world.

Children's Version

I am a student at St. Athanasius School. At my school, we celebrate our traditions, discover our giftedness, embrace accountability, foster community and grow in the spirit of Christ.

GOALS

1. To form a Catholic Christian community of students, faculty, parents and others related to the school characterized by faith in the mission and promises of Jesus Christ, by mutual fairness and concern and by a desire for learning and service.
2. To provide an organized program of quality religious education involving studies, worship, and service which invites our students to an informed faith, active participation, and to an awareness of current changes, growth, and development of the Catholic Church.
3. To provide high quality academic programs conducted to help each student achieve to the best of his ability.
4. To employ quality, certified teachers.

5. To provide state approved and accredited curriculum.
6. To encourage personal responsibility, initiative, and leadership geared to the student's age/maturity level, as well as high academic and behavioral expectations.
7. To foster an understanding of the interdependence of people of the world by providing civic, patriotic, and global programs throughout the school year.

SPECIFIC OBJECTIVES

1. To make the study of our Catholic faith top priority in the student's school day by experiences of Eucharist, Scripture and Religious studies and Prayer.
2. To provide learning experiences which are consistent with developmental abilities of each student and to help each student develop confidence in himself or herself to think logically, critically, and independently in relation to values and thus to form convictions and the courage to sustain them.
3. To nurture patriotism and encourage students to participate in civic activities which are consistent with their ages and maturity; provide global awareness through participation in programs concerning world events.
4. To provide the opportunities for the development of physical fitness and motor skills as well as recreational, intellectual and technological competency, social proficiency, and fine practical and performing arts.
5. To maintain and justly enforce school regulations according to our school's philosophy.
6. To offer experiences of service both within and outside the school environment.
7. To involve parents and others in promoting the goals and objectives of the school.
8. To promote continued professional development of all faculty members.

ADMISSION

Non-discriminatory Policy

St. Athanasius School admits students of any race, color, religion, 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, religion, or national ethnic origin in administration of its educational policies, admissions policies, scholarship and tuition aid or athletic and other school-administered programs.

Admissions Policy

The mission of Catholic Schools is to assure that Catholic truths and values are fully integrated into the student's life and academic program. All students will participate fully in the religion program of the school. Catholic schools offer a variety of programs and opportunities for students. Schools are encouraged to continue outreach efforts to attract culturally diverse student and teacher populations. (Policy statement, Archdiocesan Handbook for Elementary Schools)

Children will be accepted into St. Athanasius in the following manner:

1. Children of current Catholic school families who already have a child/children in our school.
2. Baptized children of active parishioners, currently registered, reaching school age.
3. Current private school families (including PreK-8) who already have children in our school.
4. New students of Catholic families who come from parishes with no school.
5. Private students

Enrollment in pre-school does not guarantee your child Kindergarten enrollment, but gives them priority according to the above policy.

ALL STUDENT ACCEPTANCES ARE PROBATIONARY FOR 3 MONTHS.

Admission of Students with a Diagnosed Disability

Prior to admitting a student with a diagnosed disability, St. Athanasius will consider:

1. The severity and degree of the disability.
2. The level of support needed from special services or any special equipment the student may require.
3. The 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 any one classroom.
4. Resources, such as, available support personnel, class size, accessibility of school facilities, etc.

It is expected that upon initial application, all information regarding student education background and needs are disclosed, including but not limited to, accommodation plans, IEPs, 504s, behavior success plans, clinical evaluations, mental health assessments, etc. Failure to do so may result in a delay of processing the application and/or dismissal from the school.

Private Student Enrollment

Private students will be admitted if application is made through St. Athanasius School and the intent and motivation of the applicant to be in accord with the purposes of Catholic education and the student meets all of the admission requirements.

The basic purpose of Catholic schools is to assure that Catholic truths and values are fully integrated with each student's life and academic program. A student should not apply unless he/she desires and intends to participate fully in the religious program of the school.

1. Every child enrolled in St. Athanasius Catholic School is academically responsible for all curricular material taught, including the religious and sacramental programs.
2. All students of St. Athanasius School will be required to attend liturgies and other religious services that are part of the normal school routine. Non-Catholic students will not be expected to actively participate in the religious services or sacramental programs of the school, but students will be responsible for all academic work associated with the religious program.
3. Parents (or guardians) of private students are made aware of policies and agreements.
4. The parents of private students will be required to participate in the Parent Commitment which will be determined each spring by the St. Athanasius School Board.

Student Transfers

When openings exist, incoming students in grades K-8 will be considered for admission only after all requested information and records have been provided. The Archdiocese of Louisville Special Education Protocol will be followed in considering admission of students with special needs.

Parents should contact the Principal when seeking admission for children in grades K-7. The parent should furnish a copy of the most recent standardized test report, the report card from the previous school, and any other pertinent information regarding psychological or educational testing. A Release of Information Form must be completed giving permission to contact previous schools for additional information concerning the student. A "Request for Records" will be sent to update the permanent record file. If the prior school is within the Archdiocese, all financial obligations must be met before acceptance.

St. Athanasius does not accept 8th grade transfer students unless there is an extenuating circumstance (example: moving to Louisville from another city and meets the criteria for acceptance.)

Admissions Process

When applying for admission to St. Athanasius, the first step is completing the inquiry form found on our website. After the inquiry form is completed, the school office will reach out to your family for next steps. Typical next steps include:

1. Scheduling a tour and meeting with the principal
2. A Records Request will be sent to the current and previous school(s) enrolled
3. Schedule a date to shadow

4. If deemed necessary, students will be asked to take a placement assessment

Once all above steps have been completed, the principal will reach out to you regarding the admissions decision. At that time, completing the application form through FACTS and paying the \$100 application fee will reserve your spot for the upcoming school year. If applying for the current school year, you must complete all above steps and make your first payment towards tuition for your child to begin school.

WITHDRAWAL

Families transferring from St. Athanasius School or not returning are advised to notify their child's teacher, as well as the school and parish offices. School records cannot be given to the parents and are released only upon request from the new school that the student will be attending.

Academic records will be released when all financial accounts are current: tuition & fees, cafeteria, SAFE, PTO, library, etc.

Kindergarten Admission/Information

St. Athanasius School offers a full-day Kindergarten program. The policy regarding minimum admission for Kindergarten is as follows:

In February 2013, the Archdiocese of Louisville adopted the following policy for ages of admission to kindergarten and first grade:

Ages of Admission Policy (5114)

Effective with the 2017-18 school year, children shall be five (5) years of age by August 1 of the current school year to enter Kindergarten.

Effective with the 2017-18 school year, children shall be six (6) years of age by August 1 of the current school year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.

In February 2017, the Archdiocese of Louisville adopted the following policy for an assessment option for kindergarten admission age:

Assessment Option for Kindergarten Admission Age (5114.1)

Students who turn 5 years old between August 2 and October 1 may be eligible to enroll in kindergarten provided that the student meets criteria established by the Archdiocese of Louisville:

- Child must turn 5 between August 2 and October 1 of the admission year; and
- Child must score at or above the 95th percentile on the BRIGANCE Kindergarten Screen Three core assessments, self-help, and social-emotional scales; and

- Child must meet admission criteria of local Catholic school

Students born between August 2 and October 1 of the admission year who do not score at the 95% or above on the BRIGANCE Kindergarten Screen Three may be considered for admission to junior kindergarten or preschool.

To assist schools with the implementation of the assessment option for kindergarten admission age, the Archdiocese of Louisville will provide resources and technical assistance in the following areas:

The Kindergarten student wears the approved school uniform.

During the first two weeks of school, please pin identification tags to Kindergarten children stating name, address, phone, room number and the manner in which the child goes home at the end of the day. (Bus rider, car rider, walker, SAFE)

First Grade Admission/Information

The policy of St. Athanasius School regarding minimum admission standards for first grade are as follows:

1. The proposed student shall be (6) six years of age on or before October 1 of the school year for which he/she is seeking admission, and shall have successfully completed a certified Kindergarten program.
2. The proposed student shall demonstrate school readiness through a developmental placement test approved by the Administration.

A proposed student not meeting the above criteria shall not be eligible for first grade admission to St. Athanasius School.

PROMOTION/RETENTION

In accordance with Archdiocesan Policy:

Academic consideration for progression will 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; and
3. Pupil progress toward mastery of the Archdiocesan standards.

The teacher(s), principal, parents, and counselor will make decisions regarding retention. When retention is a possibility, communication with parents should begin no later than during the January conferences. Documentation of all conferences, phone calls and materials concerning retention will be recorded and kept, by the teacher, in the student's strategy or accommodation plan and initialed by the principal or the principal's designate.

The school reserves the right to determine appropriate placement and will assess whether the child's needs can be adequately met by our instructional program.

ATTENDANCE



To comply with the Kentucky Department of Education's policy on student attendance, students are to be in attendance a minimum of six hours daily in a school year consisting of 175 instructional days.

Kentucky School Law defines a truant as any child who has been absent or tardy for more than three (3) days without a valid excuse. Students are expected to be on time for school. **School begins at 7:30 A. M.** When a student has been tardy six (6) times in a trimester, a letter will be sent to parents reminding them of this policy. After 15 tardies, the Director of Pupil Personnel and the Superintendent at the Office of Catholic Schools will be notified and a truant officer may visit your home.

Students arriving after the **7:30 A.M.** bell rings will be counted tardy. When a student is late, he/she must report to the office to receive an "admit to class pass." This must be taken home to be signed by a parent/guardian and returned to school. Tardiness implies a lack of growth in responsibility. It also disturbs the smooth process of classroom activity.

Students must be in class for 3 hours, excluding lunch, to receive credit for ½ day of attendance. They must be in class for 6 hours, excluding lunch, to receive credit for a full day's attendance. Students who have early dismissals or any tardies will not receive a perfect attendance award.

If the student is to leave the school early or be away for a specified time, a signed note from the parent is required on the morning of the request and will be verified by the office personnel. Before a student is dismissed early, a parent or guardian must report to the office and sign the student out. The student will then report to the office to be dismissed. Dismissal *before 2:30* is discouraged, unless there is a serious reason.

Saint Athanasius School Truancy Policy

A Truant is a student who has been absent for 3 days with no valid excuse note. A student who reaches 6 unexcused absences is considered a habitual truant. After a total of **ten** cumulative full-day absences due to illness, parents are required to present a written statement from a medical professional (doctor, dentist, psychologist, etc.) for additional absences during the current school year in order for the student to be excused.

Missing the bus, car problems, oversleeping, parent illness, parent medical appointments and family vacations are examples of absences that cannot be excused.

When a child has unexcused absences, the School Clerk will notify parents for up to three unexcused absences. With additional unexcused absences, the School Clerk or Counselor will make contact with the parent. After six unexcused absences, the Clerk will make a truancy referral to Pupil Personnel for follow-up. Subsequent unexcused absences will trigger further action that may include a PRE-CPS or Final Truancy Notice, and/or a referral to Child Protective Services or Juvenile Court. Saint Athanasius may also file a criminal complaint against parents whose children accumulate excessive unexcused absences.

ABSENTEEISM

For any absence, a parent or guardian must notify the school office before 9:00 A.M. on the day a student will not be in school. The school phone number is 969-2345. If a parent knows in advance a student will be absent for a trip, etc., please send a note about this to the office prior to the absence.

Calling in an Absence



A parent or guardian should call the school by 9:00 A. M. to report a child's absence. If an absence is not reported, the school will try to contact the parent or guardian. This is the only way the student's whereabouts and safety can be verified.

If a student is to be absent for more than one day, the parent or guardian should mention this fact when notifying the school office. This will save the parent the trouble of notifying the school everyday.

Any student absent from class for an entire school day or more must bring a note of explanation for the absence from his/her parent(s) or guardian(s) when he/she returns to school.

Illness



Parents are asked to keep children home, who are running a fever, have chills, diarrhea, a skin rash or nausea. Children who have conjunctivitis (pinkeye) or strep infection must remain at home 24 hours after treatment begins.

No child is to return to school after being absent until he/she has been fever-free for 24 hours. No child is to return to school until he/she has not vomited or had diarrhea for 24 hours.

Teachers in all classes require make-up work and tests from a student for any day of absence regardless of the reason for the absence. A make-up work sheet may be provided to the student by the homeroom teacher upon the student's return to school. The student has the number of days absent to return make-up work. (3 days absent = 3 school days to return work)

Vacations during the school year are considered "absences." Teachers are not required to plan assignments ahead for vacations.

Children missing school for "Daughters/Sons to Work" are considered absent.

COVID

Parents please conduct health checks before bringing students to school. If your child has a fever of 100.4 or higher, they should not attend school and in fact, cannot return to school until they

have been fever free without medication for 72 hours. If your child is coughing, having respiratory issues, or intestinal issues, he or she should not come to school.

ACADEMIC INFORMATION

Homework/Practice



The objective of home study is to develop habits and techniques of independent useful study. Practice assignments are assigned so that students can practice, reinforce, elaborate, prepare, and extend their understanding, not to learn something “cold” . (Rick Wormeli, Fair Isn't Always Equal)

Parents play an important part in their child’s home study. It is expected that parents:

1. Cooperate with the school in making home study effective by providing suitable conditions (work space, light, supplies, etc.)
2. Encourage their child, but avoid undue pressure.
3. ***Not bring forgotten assignments/projects, etc. to school.***
In the interest of developing responsibility in students, items brought will not be delivered to students until the end of the day or as determined by the teacher. Additionally, re-entry to the building after 3pm to gather forgotten items or materials is not permitted.

Students are expected to complete all assignments in a clear, accurate, and intelligent manner. Parents are requested to check the work their child is doing at home. This is a positive way to keep abreast of what is being taught.

Formal practice, including study, should follow the guidelines listed below:

Kindergarten – 15 -20 minutes
Grades 1-2 - 30– 40 minutes
Grades 3-4 - 40 – 50 minutes
Grades 5-6- 60 – 75 minutes
Grades 7-8- 75 – 90 minutes

Assignment Notebook

Each student in grades 2 through 8 will receive an Assignment Notebook in which entries are to be made daily in each of the subject areas assigned. The students will receive their Individual Assignment Notebook on the first day of the school year. Students in grades K-1 will have a daily take home folder.

Academic Grading Scale

A	93%
B	84%

C	75%
D	70%
F	0%

P.E. Class

All students must wear tennis shoes to PE. If a child has an injury preventing him/her from participating in P.E., please send a note. Please state the date when the student may resume P.E. activities.

ACADEMIC STANDARDS

Grades for students in Kindergarten- 8th are posted on FACTS. Parents and students both have access to this site. New families will receive a password at the start of the school year. Grades are posted on a weekly basis.

Honor Roll (Grades 5-8)

At the end of each trimester, students will be on the Honor Roll based on the following criteria:

Principal’s List – All A’s in classes; S in Music, Art, Computer & PE; A or B in conduct with no detentions.

Honor Roll – All A’s and B’s in all classes; S in Music, Art, Computer & PE; A or B in conduct with no detentions.

Star Student (Grades Kindergarten-4th)

At the end of each trimester, students will be Star Students if they have all A’s, B’s, and S’s in all classes/conduct. Related Arts classes, count toward the Honor Roll.

Tutoring Policy for Promotion

When students are experiencing academic difficulty (achieving final grade below 70%) in one of the subjects taught daily, i.e. Religion, Language Arts, Math, Social Studies, and/or Science, for the year, they are required to participate in *school approved* tutoring for **30 hours per subject**. Teachers may require a project based assignment in the areas of Religion, Science and Social Studies.

Tutors should be a school approved, practicing or retired teacher, learning specialist, professional in the required subject area, or a licensed program. Tutors must present a copy of their certification including their areas of specialization. Additionally, tutors must provide appropriate documentation outlining session dates, times, and topics to the school principal.

The tutoring plan must be submitted to the Principal by June 1 and should include the name of the tutor, their credentials, and the proposed schedule.

Completion of the tutoring and/or projects must be completed by August 1 in order for the student to be promoted to the next grade level. Documentation to support the tutoring hours should be submitted to the school principal as noted above. The projects should be submitted to the classroom teacher assigning the project.

If these requirements are not met by August 1, with the exception of extenuating circumstances, the student will remain in the previous year's grade.

If a child fails two or more classes for the year, the parents, school administration, and teachers will work in collaboration to determine the course of action that will best meet the student's needs. This may include additional tutoring, class projects, and/or retention.

The school reserves the right to consider individual circumstances when assigning summer tutoring requirements.

Mid-Year Tutoring

When students are experiencing academic difficulties mid-year, typically at the end of a trimester, the school reserves the right to require the student to participate in tutoring in the subject area(s) in which the student needs assistance the following trimester. Tutors should be a school-approved, practicing or retired teacher, learning specialist, professional in the required subject area, or a licensed program. A meeting will be held with parents to discuss the needed areas of support.

Lunch Bunch

In an effort to assist students in completing their missing assignments in a timely manner, we utilize a program titled Lunch Bunch. This allows students to have lunch with our Learning Coordinator so that they can get additional help and support needed to complete their assignments. Students and parents are notified by Ms. Payton that the student should report to lunch bunch when assignments are missing. Ms. Payton turns in the assignments directly to the teacher once the work is completed. Students always have the opportunity to make up missing work at home and over the weekend rather than reporting to lunch bunch. Once a student has been referred to lunch bunch, all missing work should be submitted to Ms. Payton as it's completed.

Middle School Deficiency Reports

It is our responsibility to keep you informed about your child's academic progress. To do so, we have a practice in place to send a grade report on the **first** and **third** Friday of each month if your child has a failing or close to failing grade in any of their classes (Grades 5-8 only.) These reports are printed on bright pink paper and signed by each of the teachers. Our hope is that this report will keep you informed of your child's academic progress and help to create on-going partnership and conversations with your child and their teachers regarding class performance.

It is your child's responsibility to bring the report home to you. A portion at the bottom of the page will require a parent signature and should be signed and returned the following Monday to the child's homeroom teacher.

We chose the first and third Friday of each month because this will give students ample time to improve their grades before another notice is sent home. If we are out of school on a Friday when reports are scheduled to be sent home, they will be sent home the next scheduled day that class is in session. As your partner in education, we are happy to discuss the specific areas of concern, develop a plan for improvement, and explore the available resources to help support your child. Should you ever have any questions or concerns, please do not hesitate to contact your child's teacher(s).

Field Day

Students with missing work and/or failing grades, including their homeroom conduct grade, may not be permitted to participate in some or all of the Field Day activities.

ARRIVAL AND DISMISSAL

School Grounds Permission

No students are permitted to play on the school grounds unless there is a supervisor with them. The supervisor may be school personnel, S.A.F.E. personnel, or Booster Club coach/coaches. *Sports teams must have supervision before a practice begins after school at 3:00 or 3:30 p.m.*

Older or younger siblings may not remain at practice unattended.

Morning Arrival



For the convenience of parents, the school building is opened at 7:10 a.m. No student should be dropped off prior to 7:10 a.m. There is no official supervision until 7:10 A. M. Upon arrival, all K-8 students must go to the cafeteria.

No student is permitted to leave the cafeteria to go to a classroom or anywhere without the expressed permission of the principal or a teacher.

The Tardy Bell rings at 7:30 A.M.. All children are to be in the homeroom before this bell. Any student who is not in his/her homeroom must report to the office to obtain a tardy slip.

Morning Car Riders



1. Driver enters the school grounds from Outer Loop using the driveway by the gym (**One Way Only**). Remain left of the traffic cones.
2. Preschool will enter the school in the back parking lot under the awning. Mrs. McCabe, Preschool Director, will be at this door.
3. Students in grades K-8 will enter through the cafeteria doors.
4. Finally, our bus riding students will be dropped off in front of the school.
5. Exit down the hill to the Outer Loop. (**One Way Only**)

Under no circumstances, should any vehicles ever exit via the gym driveway during morning drop off.

6. All students must be dropped off in the carpool line. Students may not enter through the front doors of school.

Kindergarten students are permitted to enter through the back door under the awning during the first week of school only. After the first week concludes, they should be dropped off at the cafeteria door. Parents of Kindergarten students are permitted to walk their student down to the classroom on the **first day of school only**. Parents must exit the building no later than 7:30am.

Afternoon Dismissal

The school day concludes at 2:30 P. M. Afternoon announcements will begin around 2:25 P.M. with dismissal to follow at the 2:30 P.M. bell.

Students are dismissed as follows:

Bus Riders & Pre-K car riders

Walkers (exit cafeteria door by priest house)

After School Care (S.A.F.E.)

Car Riders (exit cafeteria and hallway to playground area only.)

Afternoon Car Riders

1. Enter grounds by gym. Line up beginning with the row closest to the middle school hall-
6 cars to a row ONLY.
2. Cars leave the grounds using driveway by the Parish Center. **NO CARS ARE TO BE MOVED UNTIL THE TRAFFIC DIRECTOR GIVES THE SIGNAL**
3. Students may not exit through the front doors of school.
4. No driver is ever permitted to exit the grounds by the gym driveway.
5. All car riders are to be picked up in the back parking lot. If a problem arises where children are being picked up in the front parking lot, those children will be held in the hallway outside the office, and will wait there until parents come to the back lot to pick them up.

Students must be picked up promptly as there is no supervision after **2:50 p.m.**

If you are late for pickup more than two times in a trimester, you will be required to register for the S.A.F.E. program for after school supervision. On the second late pickup, you will be required to complete registration information for SAFE. Upon the third late pickup, you will be charged the registration fee, tuition for the day, and late fees if applicable.

S.A.F.E. Drop-In: At any point when a child is sent to SAFE a parent will need to come into the cafeteria and sign out their child. If an emergency prevents a parent from picking up a student on time, please call the office as early as possible to inform them. For continued late pick-up or extremely late pick-up, the school may contact the Cabinet of Human Resources (Child Welfare) to report the situation. For a complete S.A.F.E. Handbook which includes all fees, procedures, etc, please contact the office.

If a student will vary their mode of afternoon transportation, the parent should send a note that day to the teacher informing them of the change. Students will not be released by a different mode of transportation if there is not a note. **If the parent is unable to send a note or if the change happens the day of, the parent must call the school office. Email is not an acceptable way to notify the office of a transportation change. All changes must be called in by 2:00pm to ensure the office has ample time to inform impacted students.**

If a child is to remain after school with a teacher, parents must send a note giving permission.

ATHLETICS



The athletic program at St. Athanasius is run in accordance with the ideals, policies, and regulations put forth by the Catholic School Athletic Association. We hope to provide as many students as possible the opportunity to participate in some type of athletic competition.

The parent makes the decision for a student to participate in a particular sport or activity. In those situations where time given to the activity is hurting progress in schoolwork, the teacher(s) will contact the parent. It is the parent's responsibility to rectify the situation. If a student is playing sports and is suspended from school, he/she will be suspended from sports for one week.

Please make plans for the proper care of students who have practices beginning at 3:00, 3:30, etc. **There is NO supervision at school after 3:00 P. M.**

Grades to Play (Athletics)

At St. Athanasius we feel the student always comes before the athlete and in an effort to prepare our students for participation in sports beyond middle school, the Booster Club in consultation with Mrs. Blankenship, our principal, and Rick Arnold, director of CSAA, we have been following a Grades to Play Program for the past several years.

This program mirrors the requirements put forth by the KHSAA on middle school athletes that participate in sports at the middle or high school level.

This program applies to ANY student in the 5th-8th grade playing a sport representing St. Athanasius. Students must maintain a C average in core classes in order to practice/play. These classes include: English, Math, Science, Social Studies, Religion and Conduct. For St. Athanasius students the office will run grades for athletes each week. If the average of the core classes falls below a C in the core classes, the 3 strike rule will apply:

1. The student athlete can practice but cannot play in that week's league game until the grade average is raised.
2. If the grade average is not brought up by the following week, the student athlete will not practice nor play in that week's team activities.
3. If the student does not bring up grade average the student will be dismissed from the team. The Booster Club will not reimburse that sport fee.
4. If a student athlete is dismissed from a team, he or she will not be able to register for the next sport until the grade average is brought up.

BRINGING THINGS TO SCHOOL

No electronic devices of any kind, including cell phones (see page 47 for cell phone policy), iPods, electronic games, handheld games, etc. are to be brought to school for use in the classroom, cafeteria before school, playground, etc. This does not include the ereaders and tablets that are allowed for educational purposes. No pagers, beepers, or laser pointers are permitted. No white-out is permitted. No toys of any kind are to be brought to school for use in the cafeteria before school.

If items are to be used at S.A.F.E., they MUST be kept in the backpack at all times until children are in the S.A.F.E. Program.

Flowers, gifts, balloons, telegram greetings, etc., will not be delivered to students at school, nor should students/parents bring these items to school for students. Gifts are not to be exchanged by students at school. No Christmas gifts are to be exchanged among students at school unless orchestrated by the classroom teacher.

Birthday Treats: If birthday treats are brought to school, they must be brought to the office by a parent or sent to school with the child. The parent should arrange the date and time with the teacher prior to sending in the treat. TREATS MUST BE **STORE BOUGHT** AND MUST BE SEALED WHEN BROUGHT TO SCHOOL. NO HOME-MADE ITEMS WILL BE ALLOWED. Students with a summer birthday may coordinate a day with the homeroom teacher to bring in treats to celebrate with his or her class.

When planning a private birthday celebration, we ask that you please send invitations via mail rather than through classroom distribution. This will avoid hurt feelings if everyone is not invited.

Water Bottles: Bottles must be clear in color with a closable lid. No glass allowed and no bottles larger than 32oz. Students may only keep water in their bottles. No colored drinks, soft drinks, flavor packs, or juices are permitted.

EMERGENCY CLOSING

Should severe weather conditions set in, St. Athanasius will follow the directions of the Archdiocesan Superintendent.

Please listen to radio/ T.V. announcements. ***Do not call radio stations, rectory or school.***

One of the following announcements will be made:

1. ***“All Catholic Elementary and High Schools in Jefferson County are open.” WE WILL BE OPEN.***
2. ***“All Catholic Elementary and High Schools in Jefferson County will be open on a delayed schedule.” WE WILL BE OPEN AT 9:10 A.M. – classes begin at 9:30 A.M. Dismissal will be at the regular time – 2:40 P. M. If your child rides the bus, pickups will be delayed 2 hours.***

3. *“All Catholic Elementary and High Schools in Jefferson County are closed.” WE WILL BE CLOSED.*

Note: If school is closed, any activity scheduled will also be canceled for that evening.

In an Extreme emergency such as unexpected storms, fire, etc., parents or a responsible party will be notified before the student is permitted to leave the premises.

Early Dismissal Policy

1. **Early Dismissal**- Once the children are in school we will operate school as usual until regular dismissal. Children will be dismissed early **ONLY** if parents pick them up **OR** if the Archdiocese announces an early dismissal.
2. **Early Dismissal called by the Archdiocese**- If you hear, “ All Catholic Elementary and High Schools in Jefferson County will dismiss early.” **We will follow the dismissal time announced on the t.v. or radio. Every effort will be made to contact parents as soon as possible using FACTS.**

Non-Traditional Instruction Snow Day Protocol

St. Athanasius faculty and administration have developed a plan to continue work on snow days via distance learning assignments. The following guidelines have been discussed and modified through various stakeholder meetings.

Non Traditional Instruction (NTI) Guidelines

1. Distance learning assignments will be announced by the Principal either prior to the closing of school or immediately following the Superintendent’s announcement. Distance learning has no effect on delayed start days. Delayed starts are counted as regular school days. Distance learning days will also count as regular school days.
2. There can be a maximum of **5** distance learning days counted during a school year. Any days past that will be made up as in prior years either with days already factored in the calendar or added on to the end of the year.
3. There must still be a method of attendance for the distance learning days. **Parents must email the homeroom teacher for each child** to acknowledge that they and the student have seen the assignments and worked on them diligently as if they were in a school environment. If your student is sick, please tell us and uphold the honesty of the system. **If an email is not received by 11:59 PM on the day of NTI, your child(ren) will be marked absent.**
4. For students in grades 5-8, teachers will post assignments on Google Classroom in the classwork area by 10:00 am of the distance learning day. Students in grades K-4 will have a paper packet sent home at the beginning of the winter season.

5. Teachers will be available from 10:00am-2:00pm via email to answer any questions or give additional guidance. All teacher emails are found on the school website, in FACTS, and in our student handbook.
6. While assignments may be discussed upon returning to school, they will be due to turn in three days after the distance learning day on which they were assigned. For example, if Tuesday is a distance learning day, all assignments will be due to the appropriate teacher on Friday. After that, they will be considered late and have grades lowered just as any other assignment. We are maintaining the rigor of the classroom and expect work to be done by students for a grade just as if they had been at school.
7. Students will have assignments for all classes they would have attended had they been in school. This includes special areas and Spanish.
8. Teachers are aware of several mitigating factors such as multiple children in a household trying to get online, grandparents or older siblings being in charge, potential power outages, printer problems, etc. We have worked on assignments with all this in mind and tried to provide a variety of authentic, practical pieces. If you have a unique issue, please make sure to tell the teacher(s) it affects so we can work with you to solve the problem.

EMERGENCY PROCEDURE CARD

An emergency Procedure Card will be kept on file in the school office. Please assist us by keeping the information current. Any allergies, health conditions such as asthma, diabetes, epilepsy and procedures to follow in dealing with them must be noted each year a child is in school.

It is the parent's responsibility to notify the school office and the child's teachers of any medical/physical problems of the child.

EXTRA-CURRICULAR ACTIVITIES

STUDENT COUNCIL: St. Athanasius has an active Student Council. In order to run for office, a student must have the approval of two classroom teachers, one related arts teacher, and the Principal. All students are eligible to become members of the Student Council and the student body elects officers. A representative from homerooms (4-8) constitutes the Student Council Board, which helps to plan and prepare meetings and activities of the Student Council.

The Student Council provides opportunities for students to become familiar with school policies, arouse and maintain school spirit, and develop abilities for leadership and creativity. The Student Council raises money for scholarships.

The moderator/school administrator sees that the council funds are distributed in accordance with the wishes of the students who made the suggestions at the Student Council meetings.

FIELD TRIPS



All students are expected to attend all field trips. Field trips of an educational or cultural nature are privileges afforded to students and a student may be denied participation if academic and/or conduct standards are not maintained. Low grades/ failing grades because of concern and more than 3 detentions are some, but not all of the reasons that a student may be denied participation in a field trip.

When students return to school from a field trip, they are expected to remain in school until 2:30. Parent/chaperones are expected to wait until this time to take students home. Chaperones may not bring any other children on the field trip. **All children should be transported by bus to and from the field trip for safety and security reasons, and regular dismissal time/procedures should be followed. Students are not permitted to leave with a parent from the location of the field trip at any time throughout the trip and may not be signed out from the field trip location.**

Permission slips signed by the parents/guardian are required for each child. Field trip expenses are included in the tuition rate to reduce out of pocket expenses for parents/guardians during the school year. There are no refunds for field trips regardless of a child's participation.

St. Athanasius School will not accept any permission slip form for a field trip other than the one the school has adopted.

St. Athanasius School conducts bus evacuation drills for each field trip.

Field Trip Chaperones

Chaperones play a vital role in ensuring the safety and well-being of students during field trips. Chaperones are selected based on their commitment to the educational objectives of the trip, their ability to provide supervision, and their suitability for the specific activities involved. While we encourage parental involvement, chaperones must adhere to the following guidelines:

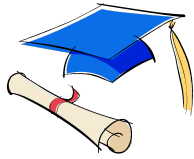
1. Chaperones must have completed the Safe Environment Training and have a background check on file with the school office.
2. Chaperones will be selected based on their willingness to uphold the school's values, their ability to provide responsible supervision, and their availability to participate in pre-trip meetings and training sessions as needed and/or required.
3. Chaperones are expected to maintain a professional demeanor at all times and to prioritize the safety and well-being of all students under their supervision.

The school reserves the right to select chaperones and to prohibit individuals from attending if there is just cause. Just cause may include but is not limited to concerns regarding behavior,

safety, conflict of interest, maximum capacity reached, or alignment with the educational goals of the trip.

By participating as a chaperone, individuals agree to adhere to the guidelines outlined in this policy and to support the educational objectives of the field trip. Failure to do so may impact your ability to participate in future trips.

GRADUATION INFORMATION



1. Eighth grade students must complete all work and receive a passing grade for the year in all classes or they may not receive a diploma. Students that have failed one or more classes will receive a Certificate of Participation and will be issued their official diploma once the credit recovery program is complete.

Students that have not successfully completed the 8th grade coursework will be required to participate in a credit recovery program. The school will work in conjunction with the student's future high school to create a success plan. Once all requirements have been met, the diploma will then be rewarded to the student.

2. Eighth grade scholarships will be awarded to students who exhibit a Christian Attitude, Leadership Skills, Exemplary Behavior, Academic Achievement, and Outstanding Effort.

3. For those families with their last child in eighth grade, all tuition and fees must be paid in full by April 20th and their parent commitments must be fulfilled by March of the present school year.

Graduation Fee: A graduation fee of \$75 is collected to cover the cost of gowns, frames, programs, flowers, and the party. Please note, only students who have paid the graduation fee by the deadline will be allowed to participate in the graduation party and receive the graduation items (gown, flowers, program, etc.) If the fee is not paid by the deadline, participation in these activities will not be permitted.

Graduation Attire

BOYS & GIRLS will wear maroon graduation gowns. Boys will wear shirt and tie, and girls will wear dresses or skirts and blouses. Dress shoes are required. No fad hairstyles are permitted. No student may use unnatural hair colors previous to graduation.

(The Principal reserves the right to determine unnatural colors). Boys may not have ears pierced prior to graduation. Failure to comply may result in student not participating in graduation ceremony.

Graduation Party

Eighth grade parents will organize the party after meeting with the Principal in early March to begin planning this event. The Principal will appoint the Chairperson of the committee, and

provide the agenda for the first meeting outlining the responsibilities of the committee. If a student serves six (6) detentions during the eighth grade year, he/she may not be able to attend the party. All detentions must be served in order to participate in graduation.

EIGHTH GRADE REQUIREMENTS

Eighth Grade Retreat

8th graders must attend a retreat as part of their religion curriculum. St. Athanasius hosts a retreat for our 8th graders in the Winter/Spring depending on the date of Confirmation. If students do not attend the retreat hosted by St. Athanasius, they must complete another 8th grade retreat either with another school or one put together by our faith formation team. It is required by the Archdiocese that those being confirmed complete a retreat prior to Confirmation. Students who are not Catholic and/or are not making their Confirmation are still required to participate in a retreat due to its relevance to the 8th grade curriculum standards.

Eighth Grade Service Hours

As part of our commitment to fostering well-rounded individuals who contribute positively to their communities, all 8th-grade students are required to complete a minimum of 30 service hours prior to graduation. These hours are divided into three categories: Family, Church, and Community.

1. Family Service Hours (10 hours): Students are encouraged to engage in meaningful activities with their extended family (those who live outside their household). For example, this can include babysitting for nieces and nephews, helping grandparents with household chores and yard work, assisting aunts and uncles with putting up holiday decorations. Service hours for immediate family does not count. This type of work is considered “chores” and not “service.”
2. Church Service Hours (10 hours): Students are expected to actively participate in service projects and activities within their church or religious community. This may involve volunteering for religious education programs, assisting with church events, or helping with community outreach initiatives organized by the church.
3. Community Service Hours (10 hours): Students are required to contribute to the betterment of their local communities. This could involve volunteering at local charities, participating in environmental clean-up efforts, assisting at senior centers or hospitals, setting up the Lenten fish fry, or engaging in projects that address community needs identified by the school or local organizations.

Students are required to document their service hours by maintaining a log detailing the date, activity, and number of hours completed. This log should be signed by the supervisor or organizer of the service activity.

Completion of the required service hours is not only a graduation requirement but also an opportunity for students to develop empathy, leadership skills, and a sense of responsibility towards their families, communities, and the world at large. Students are encouraged to start planning and engaging in service activities early to ensure they meet the graduation requirement in a meaningful and impactful manner.

Any questions can be directed to our Coordinator of School Faith Formation, Angie Poole.

GRIEVANCE POLICY

As prescribed in the Gospel of Matthew 18: 15-17, grievances should be first addressed to the person directly involved. After trying to find a mutual understanding and resolution, an appeal to the next level of authority may be made to help find such a solution. The order of appeal is:

Student to student

Student to teacher

Student to parent

Parent to teacher

Parent to principal

Parent to pastor

Parent to Catholic School Office

(St. Athanasius School Board or Parish Council may be consulted regarding school policy.)

Normally, disagreements or complaints should be discussed and resolved at the level closest to the dispute, i.e. A parent would not contact the Catholic School office before talking with the teacher, principal, or pastor, in that order.

In most cases, the teacher is the immediate supervisor of students and should be the first to be contacted for information and discussion of the problem so please make initial contact with the teacher. They are trusted to be competent to judge proper behaviors and appropriate assignments. The principal is the primary overseer of the school and supervisor of all teachers.

The pastor is the supervisor of the principal. It should be rare that an appeal be made for him to intervene with the principal in school grievances. It should be understood that where there is the breaking of civil or criminal law, the pastor must be contacted and will immediately respond. In all other cases an appeal to the pastor is asserting a disbelief in the principal's ability to address the issue. Such an appeal should not be made lightly; the complaint will need to be put into writing; the principal will be given a copy; and a written response made by the pastor usually within a week or two.

Prayer over such issues is always encouraged by all concerned.



HEALTH/IMMUNIZATIONS

All Health forms must be submitted to the school office by August 5th.

Children without records on file will not be allowed to start the school year. Deadlines set by the school may differ from those set by your child(ren)'s doctor's office. School

deadlines for required forms take precedence over those set by doctor's offices. (School Board Policy)

Initial Entry

Physical Exam – (State Regulation 704 KAR 4:020) All students entering school for the first time at the lowest level must have a complete physical exam within 1 year prior to the first day of school.

Ky. Immunization Certificate – (State Regulation KRS 158.035) The certificate must be up-to-date and include proof of chicken pox vaccine or disease.

Vision examination – (State Regulation KRS 156.160.8; effective 2004-2005 school year) Archdiocese of Louisville Catholic Elementary Schools require proof of a vision examination by an optometrist or ophthalmologist be submitted to the school no later than January 1st of the first year that a three (3), four (4), five (5), or six (6) year old child is enrolled.

6th Grade Entry

Physical Exam – (State Regulation KRS 158.035) Students entering the 6th grade must have a complete physical exam within one year prior to the 1st day of school.

Ky. Immunization Certificate (State Regulation KRS 158.035) The certificate must be up-to-date and students, ages 11-12 years of age, must have a TD (Tetanus/Diphtheria) booster if it has been at least 5 years since the last DPT (State Law Effective 12-18-02). 6th grade now needs Menactra Vaccine. The certificate should also indicate proof of chicken pox vaccine (Varicella) or disease.

Transfer Students

Any student entering St. Athanasius School for the first time in any grade is considered an initial enrollee. An initial enrollee includes any student entering school for the first time or any student transferring from: another state, another private school, another county, or local Public school district (JCPS).

Physical Exam (State Regulation KRS 158.035) A physical examination is required within (1) year prior to, or one month following his/her initial enrollment in school and must be reported on the Ky. Department of Education form.

Ky. Immunization Certificate (State Regulation KRS 158.035) The certificate must be up-to-date and on a Ky. Immunization Certificate. The certificate is to be on file within two (2) weeks of the child's attendance.

Students, ages 11-12 years of age, must have a TD (Tetanus/Diphtheria) booster if it has been at least 5 years since the last DPT (State law effective 12-18-02) The certificate should also indicate proof of chicken pox vaccine or disease.

Vision Examination (State Regulation KRS 156.160.8; effective 2004-05 school year)

Archdiocese of Louisville Catholic Elementary Schools require proof of a vision examination by an optometrist or ophthalmologist be submitted to the school no later than January 1st of the first year that a three (3), four (4), five (5), or six (6) year old child is enrolled.

Any student **transferring from another Catholic school in the Archdiocese of Louisville**, must request a copy of his/her physical exam form, immunization certificate and eye exam from the school previously attended and submit these forms to the school office within two (2) weeks of initial entry.

Students at St. Athanasius will be tested for proper vision in grades 3 & 5, and hearing in grades K, 1, 2, & 3. Students in Grades 6 & 8 will also be screened for scoliosis (curvature of the spine). Referrals will be sent to parents if any student does not pass such screenings. Students in grades K-6 will be weighed and measured.

Head Lice – Students will not be permitted to attend school if signs of lice are present. Early signs of head lice can include itching of the head, matted, foul-smelling hair, swollen lymph nodes and/or rash on the trunk. Head lice leave oval, grayish nits that cannot be shaken loose. It spreads through shared clothing, hats, combs, and brushes, as well as through casual contact. Special shampoo can be purchased from the pharmacy to treat infected heads. A fine-tooth comb dipped in vinegar removes nits from the hair. When lice are found in a student’s hair, the parents of the students in that grade level will be notified. There is an informational video on head lice that parents can sign out through the library.

Asbestos Inspection

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

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

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

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

LUNCH



Packaged breakfast and lunch are offered to students who wish to take advantage of it. Milk, water or juice may be purchased separately by children who bring their lunch from home.

All students are required to eat lunch.

St. Athanasius School Cafeteria offers packaged breakfast and hot lunches daily. Money is placed in each child’s account. Please place money in an envelope with your child’s name and PIN number on the front. Money can also be added to your child’s account via MySchoolBucks.com.

Prices for 2024/25 school year (May be subject to change):

Student lunches: \$4.00

Visitor lunches: \$5.00 Milk: .50¢ Breakfast a la carte

1. Good nutrition does much to enhance a student's scholastic achievement and therefore students who do not participate in the lunch program should bring a nutritious lunch. No soft drinks or glass containers are allowed.
2. Parents may not bring lunch from any restaurant to a student or for themselves while eating with a student.
3. The Lunch Charge System is designed to cover a situation in which parents or students forget to provide or bring money for lunch. Students who have forgotten or lost money may charge meals in the cafeteria. **Under no circumstance may a la carte items or extras be charged if students have a negative account balance.**
4. Lunch accounts must be current; In accordance with the Archdiocese of Louisville "School Lunch Charge Policy", **students owing more than \$10.00, need to bring lunch from home until the account is current and in the positive. Students that fail to bring a lunch from home will be provided with cheese and crackers, vegetable, and fruit or a lunch of the cafeteria manager's choice until the account is paid in full.** Lunch accounts that are 45 days delinquent and do not have an approved plan with the cafeteria manager will be contacted to have their child(ren) removed from school until the account is current **and brought into the positive. Students with a negative balance at the end of the year will not be allowed to participate in field day and report cards will be held until the account is paid in full.**

MEDICATION



Under Kentucky State Law, no medication may be provided by the school. If a child needs to take medication at school, the parent must bring in the prescription in the original prescription bottle and sign it in at the school office. **Students are not allowed to bring medications to school as this may present a dangerous situation.** Upon bringing the medication to the office, the parent must give written consent for the school staff to administer the medication (see page 41). When a refill is needed, the parent must bring the refilled medication into the school office.

If the dosage of the medication has been changed, the prescription bottle must reflect this. ***Students who take medication regularly must bring in a package of 150 3 oz. cups at the beginning of the year.***

Medication brought to school by a child or medication that is brought to the office without the proper form being completed will NOT BE ADMINISTERED. No first aid medications will be dispensed for injuries.

All medication must be kept in the school office until the time prescribed for its use. Over-the-counter medications will not be dispensed without a doctor's note. (If your child needs to take medication 3 times a day, please do not send the medication to school as the medication could be given at home before school, after school, and at bedtime).

Unreported medication, which a student possesses, will be confiscated and the parents will be contacted. Use of such will be cause for disciplinary measures.

PARENT COMMITMENT AGREEMENT

All parents who wish to send their children to St. Athanasius School are expected to fulfill the Parent Commitments. The Parent Agreement form is included in the registration packet and must be signed and returned. Parents whose last child is in the eighth grade must have their commitments fulfilled by March.

Each family is expected to support the following programs.

1. **Fish Fry** - St. Athanasius Booster Club hosts a Fish Fry each Friday during Lent. Each week, classes are assigned and parents are asked to work a shift for each of their children. To contribute to the overall success of the school and parish, all school families are expected to sign up to work the assigned week for the appropriate grade level(s). If you are unable to work the assigned week, a make-up week is offered at the end of the Lenten season. This work commitment may also be filled by volunteering to bread the fish on Thursday evenings in the fry garage. Sign-ups, times, and additional information will be sent out by the school office. Families with *three or more* children will be required to work two fish frys.

Additionally, families must complete **8 hours** per family from the options below:

1. **Parish/School Maintenance Program** – One Fall and one Spring date will be set for school and parish maintenance. Tasks may include: painting, cleaning and/or repairs. Families are expected to sign up for one of the two scheduled dates.
2. **St. Athanasius Event Help**- The Parish Hall coordinator will communicate a schedule of events on a quarterly basis. Each family is asked to sign up for one **four hour volunteer slot per family** each year. This will help to ensure all Parish events run smoothly, therefore contributing to the overall success of St. Athanasius School. A schedule of events and sign up sheet will be sent out via FACTS from the school office and/or Parish Hall Coordinator. Your signed parent commitment agreement grants permission for parent contact information to be shared with the Parish Hall Coordinator.
3. **School Volunteer Opportunities**- Other options are to serve as an in-school teacher aide, Library Aide, Room Parent, Health Screening Assistant, Cafeteria help, Recess monitoring, and other activities as they occur during the school year (Santa Shop, Color Run, Field Day, Book Bee Tournament, etc.)

Failure to meet the parent commitment agreement will result in final grades and report cards being held until a fine of **\$200** has been paid. To be enrolled in the following school year or for records to be released, all financial accounts must be current and up to date.

PARENT ORIENTATION PROGRAM

A parent orientation night designed to let you meet your child's teachers and learn the objectives, procedures and requirements of each class will be held early in the school year.

PARENT-TEACHER-STUDENT CONFERENCES

Parent-Teacher-Student conferences are scheduled each trimester. **Only one PTS conference is scheduled per child. It is the parent's responsibility to communicate amongst each other and determine a date and time that works for all parties.** The dates for the conferences are listed on the school calendar. Students must attend or they will be marked absent. Conferences will not be held outside of the designated date/hours.

Parents are encouraged to call or e-mail any of the teachers whenever they believe that an extra conference is necessary for the child's advancement. Parents wishing to arrange for a conference are advised to call the office so that the teacher may schedule an appointment.

Parents may not go to the classrooms before school without checking in the office. All parents must sign in at the office.

PARENT PROFESSIONALISM

By virtue of identifying yourself as a member of Saint Athanasius School, you are personally responsible for the content that you post, share, and respond to online. The administrative staff encourages parents to set and maintain high ethical standards in their use of social networking. Under no circumstances should offensive comments be made about students, parents, or staff or the school in general. In responding to someone with whom you disagree, remember to be respectful. Your posts and comments should help build support for the school community. A parent's responsibility is to support and praise the school. Parents are key components of marketing the school and shedding a positive light on such. **Parents who violate this policy consistently or on multiple occasions may result in your child's dismissal from the school.**

PRE-REGISTRATION

Pre-registration

Pre-registration for students currently attending St. Athanasius School and for new students who will be entering St. Athanasius School will be held in January. **This will be done digitally through FACTS. Directions will be sent to you via email when the registration window opens.**

Pre-registration Fee

A per family fee will be collected at the time of pre-registration. The fee is refunded only if the child is not accepted into St. Athanasius School.

New Student Pre-registration Requirements

Immunization and Health records as well as Baptismal and State Certified Birth Certificates are to be presented at the time of pre-registration. All health records and certificates must be in the school office by August 1. (Local School Board Policy)

Final registration for all students will be held in August. All financial accounts (Tuition and fees, cafeteria, S.A.F.E., P.T.O., library, etc.) must be current in order to register. There is a \$35 fee for any checks returned for insufficient funds.

RELIGIOUS FORMATION



We strongly believe that moral and religious formation and education has its foundation in the home. The purpose of St. Athanasius School is to build on that foundation by giving formal religious instruction in the school. At St. Athanasius, our purpose goes beyond teaching Catholic doctrine. We help our students live it by having instructions by certified catechists, as well as Liturgical preparation and participation in Liturgical celebrations. Students are encouraged to live out what they have learned by regular attendance at Weekend Liturgy and by being involved in service projects. Participation in a service project is required in grade eight.

Cancellation of Programs

No programs will be canceled due to weather unless a state of emergency is called.

Preparation for Programs

All students, Catholic and Non-Catholic, take part in the study preparation prior to the reception of the sacraments.

First Eucharist

The students of the second grade will receive their First Communion in March.

First Reconciliation

Students in grade two will receive the Sacrament of Penance in November.

Confirmation

The students of the eighth grade will receive Confirmation at a time scheduled by the Archbishop.

Reconciliation

Communal and individual services are scheduled during Advent and Lent for grades 2-8.

Mass Attendance

Schoolwide mass is held every Wednesday morning as well as on Holy Days.

Servers

The honor of participating in the Liturgy as a server is the choice of the individual student. Instructions are given to 4-6 grade students (boys & girls) at the beginning of the school year. All boys & girls of the parish, 4th grade and up, are eligible to participate whether they attend the parish school or public school. The schedule of servers for weekend Masses is listed in the Sunday bulletin.

STEP-BY-STEP STUDENT STEWARDSHIP

The Step-by Step Student Stewardship program is designed to teach students at St. Athanasius how to be good stewards of God's gifts. This is done by a school wide program whereby each grade chooses a different category of need. There are volunteer parents for each grade who assist the teacher and students in the planning of activities and service projects for the year. Students learn to give of their time and talent, not to just give money, which has more often than not, been

given to them by parents. Parents also invite speakers to talk with the students about their area of concern. These speakers provide knowledge of the organization the children are trying to help. The teachers are also involved with the students and greatly support the children in their efforts. All of the stewardship activities are designed to teach students how to be good stewards in an age-appropriate way, through different categories of service for each grade level. Some examples of the categories students choose are:

- The Needy
- The Environment
- The Elderly
- The Hungry
- The Military & Veterans
- The Sick
- The Homeless
- Children, Babies, & Adolescents
- Animals

REPORT CARDS



Report cards are distributed at the end of each trimester. Parents are encouraged to discuss the student's progress, to remind the student of his attainable goals, his achievement in subject matter and the quality of the work the student is doing. Report cards/envelopes are to be signed and returned to school within five (5) school days of the distribution date.

FACTS

St. Athanasius uses the School Information System FACTS, which allows teachers to post all students/grades. Parents may sign up for a FACTS account by contacting Brittany Ernst or Emily Gentry in the school office.

SHADOWING



Shadowing is designed to assist students in choosing the appropriate Catholic high school by providing a day of visitation for prospective 7th and 8th grade students to experience a typical high school schedule of classes and activities. All secondary and elementary schools in the Archdiocese of Louisville support shadowing. The shadowing experience is most successful when all participants follow the common practices and procedures.

Students should shadow on days when elementary schools are not in session (i.e. conference days, etc.) If you shadow on the day of a test, you forfeit the grade for the test.

Shadowing begins mid September for 8th grade students and January for 7th grade students. Students are strongly encouraged to shadow before mid-April. Eighth grade students are encouraged to shadow in the fall.

Shadowing visits are not to be scheduled the Friday before the placement test.

Students must use the shadowing form that can be acquired from the school office. The form must be signed by the school office and taken with the student to the prospective high school. This is required for all shadowing days within the Archdiocese of Louisville.



SCHOOL BUS SERVICE

Pricing and Payment:

One child: \$750, Two children: \$850 per family, Three or more: \$900 per family

The bus fee will be paid to St. Athanasius and sent to the attention of Shawn Black in two installments of \$375/\$425/\$450 September 10th and January 10th.

Fees for students riding the bus one way are \$375 for one child, \$425 for two, and \$450 for three or more. This payment is due September 10th.

As a reminder, only students in grades K-8th can ride the bus.

This service is subsidized in part by Jefferson County Fiscal Court and St. Athanasius. The bus is an extension of the school. Failure to follow the Bus Regulations may result in suspension from the bus or other disciplinary action deemed necessary by the principal.

Bus Regulations

For the safety of all students, the following rules must be followed while riding the bus to or from school:

1. Students should arrive at the bus stop at least five minutes before it is time for the bus to arrive.
2. **No cell phones may be used on the bus unless a serious emergency should occur.**
3. Use of profanity or fighting on the bus or at the bus stop subjects a student to possible suspension from the bus and/or from school.
4. Books, backpacks, projects, etc. may not be piled in the aisle at any time.
5. Students must not mar or deface the bus in any way. Anyone caught damaging the bus will be subject to disciplinary action and restitution.
6. Only regularly scheduled, paid riders may ride the bus at any time.
7. Students must remain in the seat, facing forward until time to get off the bus.
8. Students must speak in quiet tones at all times.
9. No eating, drinking, or chewing gum is permitted on the bus.

10. Do not throw any item while on the bus. Suspension from the bus and/or from school may occur if anything is thrown.
11. No DSI's may be in use on the bus.
12. No pictures may be taken while on the bus.

SPECIAL SCHOOL PROGRAMS

All students are required to participate in school program presentations scheduled at various times throughout the year. Failure to participate will affect students' grades. This includes but is not limited to class productions and music programs.

STUDENTS IN NEED OF SPECIAL SERVICES

St. Athanasius School strives to implement the Archdiocese of Louisville intervention protocol that promotes a model of inclusion for students who are experiencing learning or behavioral difficulties.

INTERVENTION PROTOCOL (01/17) 6420

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, teachers keep ongoing documentation of the teaching strategies they are utilizing as well as the results of those strategies, and 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, ***Student Accommodation Plans*** are written. The school will convene an Intervention Team meeting 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 Intervention 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 ***Student Accommodation Plan***. It is required that current formalized assessment information be provided to the school and updated every 3 years.

If needed, archdiocesan 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 Manual. The principal and Learning Coordinator can provide you with the complete document. Please see **(Appendix VI-A)** for more specific information.

ADMISSION OF SPECIAL NEEDS STUDENTS (02/04) 6430

Prior to admitting a student with a diagnosed disability, our schools must consider:

1. The severity and degree of the disability.
2. The level of support needed from special services or any special equipment the student may require.
3. The 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 any one classroom.
4. An individual school's resources such as available support personnel, class size, accessibility of school facilities, etc.

Principals may engage the services of an archdiocesan consultant to assist in making a determination of whether a student's educational needs can best be met in a particular school setting.

CLINICAL RECORDS 6440

An individual folder, separate from the permanent record folder, shall be kept for a student's reports from psychological or clinical evaluations. These reports are confidential and will remain in the home school and returned to the parent/guardian when the student leaves the school, unless the parent/guardian requests in writing that they be transferred to another school. Additional parental permission must be given to transfer any records in regard to any information, including psycho-educational evaluations and or strategies implemented, in relation to any special education services received by the student while attending the sending school.

It is understood that parents are required to make full disclosure to their child's school concerning all pertinent educational and medical records and all previous assessment information.

STANDARDIZED TESTING ACCOMMODATIONS (08/20) 6450

Accommodations will be made on standardized testing for students with disabilities and will be implemented as determined by the assessment producer. To qualify for standardized testing accommodations, a student must have a recognized disability as determined by current (within the past three years) formalized assessment. In addition, the student's recognized disability and the appropriate testing accommodations must be documented on the Student Accommodation Plan, for a minimum of 30 days prior to testing. Certain accommodations for the standardized tests may be available to any student at the discretion of the local school and teacher.

HIGH SCHOOL PLACEMENT TESTING ACCOMMODATIONS (6/99) 6451

The annual high school placement test will be given at each of the Catholic high schools.

Information regarding time, date, etc. for the main December testing date and make-up testing date in January is communicated to the elementary schools by the Curriculum and Instruction Coordinator at the Office of Catholic Schools.

Catholic High Schools provide testing accommodations to students with special needs. To qualify for testing accommodations, a student must have a recognized disability determined by a current (within the past three years) formalized assessment. A request for these services must be made, in writing, by the elementary school, a minimum of two weeks prior to the high school placement test. This request should be on the appropriate form and must be signed by an administrator at the elementary school.

TEXTBOOKS



St. Athanasius School uses a book rental system, the cost of which is covered in the book bill. The student will be held responsible for the use of rented books. All books should be covered. **If a book is lost or damaged, it must be replaced by the student/parent(s) and any cost that is incurred in replacing the book will be the parent's responsibility.** Marking, tearing or defacing a book will be considered cause for replacement. The penalty on any replacement is the current list price of the book. Report cards may be withheld pending retribution.

MIDDLE SCHOOL LOCKERS POLICY (5th-8th GRADE)

Lockers are the property of St. Athanasius School and students may use them to store books and belongings. Students who use a school locker are presumed to have no expectation that the locker or the locker's contents are exempt from reasonable search and possible seizure of property.

The principal or his or her designee may, with reasonable cause, search a student's locker and the locker's contents, including but not limited to backpacks, purses, and cell phones. In the course of a search conducted pursuant to this policy, the privacy rights of the student shall be respected regarding any items that are not illegal or against school policy. Any illegal items obtained as a result of a search of a student's locker or locker's contents may be admissible in any court or administrative proceedings.

At the request of the school principal or his or her designee, law enforcement agencies having jurisdiction over the school may assist school personnel in conducting a search of a student's locker and the locker's contents.

Students and parents both must sign the Middle School Locker Agreement Form. If the form has not been turned in or signed by all parties, students will not be permitted to use the hallway lockers and instead will keep their books and belongings in their homeroom classroom.

Should a student have difficulty upholding the locker agreement, administration reserves the right to revoke locker privileges and require students to keep materials in the homeroom classroom.

Damage caused to locks or lockers by excess force, horseplaying, or vandalism will result in a replacement fee. This includes stickers or non-removable items being placed inside of the lockers. Loss of the lock will result in a replacement fee of \$15.

TESTING PROGRAM



The testing program is designed to identify individual strengths and weaknesses and provide information on the individual as compared to national norms. The MAP Test is given to students in grades K- 8 three times a year (August, January, and April). A detailed report of your child's MAP scores will be discussed during their October conferences and will be sent home in May with their report card.

TECHNOLOGY

Technology Vision Statement



St. Athanasius School envisions its Technology program to create an environment supporting technological literate learners. A progressive technological curriculum will be developed enabling teachers and students from Kindergarten through Junior High to individualize and integrate computer programs into teaching/learning processes. Technological skills in communication will provide the learners the means to access educational resources locally, nationally, and globally.

Networked computers and educational Internet sites will be accessible to students, faculty, and administration making daily, routine activities flexible and more efficient.

Our program supporting innovation and all forms of technology will be reviewed and updated annually.

Computer Policy



Hardware and software are the property of St. Athanasius School and are purchased under Licensing and Copyright regulations. While in school, students must use a school issued device.

Software purchased by St. Athanasius is not to be taken home and copied onto a user's home computer. Most software purchased does not come with permission to duplicate for home use. Any violation of this software policy will be the liability of the user and not St. Athanasius.

Installation of personal software on any computer located at St. Athanasius is prohibited. Any student, faculty, staff, or parent guilty of this practice will be responsible for any financial restitution of damages that occur. Disciplinary actions may also be taken.

Students may not use any computer without supervision or permission. Access to any computer, located at St. Athanasius, by students, parents, or parish member is prohibited unless permission is granted by the Principal or Technology Coordinator. Disciplinary actions may be taken.

The school will utilize material on school computers that is conducive to the educational mission. Internet access will be monitored by all faculty. It is the responsibility of the student to inform the teacher of Internet use.

While St. Athanasius makes every attempt to block inappropriate material via current filtering technology, we recognize that new sites are developed daily and every attempt is made to insure that our filtering software is kept current daily. Students, faculty/staff, and parents are prohibited from accessing inappropriate material, i.e.: adult related websites, gambling, hate speech, web chat/internet relay chat, criminal skills, and sites that promote drug usage. Parents will be asked to sign a Computer User Agreement included with registration materials. Any adult or student who uses the Internet irresponsibly will be responsible for any financial restitution or damages that may occur. Disciplinary action may also be taken.

The computers are to be used only for schoolwork as directed by the teacher or staff. The school has the right to review (or monitor) all activities and material created by students on school computers.

Access to personal e-mail accounts is not permissible. Student's parents will be held responsible for any financial restitution or damages and disciplinary action may be taken.

The use of school computers is a privilege that may be **revoked** if the computers, the network, or the Internet is used improperly. A student's parents or guardian, faculty, staff, or visitor will be held financially responsible for any damage incurred due to careless use or behavior.

Students may **not** do the following:

- Access personal e-mail accounts from school
- Change network or workstation settings
- Submit work from the Internet as his/her own
- Use devices for gaming purposes unless directed by a teacher
- Print out web pages
- Gain access to (or alter) others' files, information, or accounts
- Participate in any chat rooms, dating/social networks or instant messaging
- Inappropriately use portable drive devices
- Alter the appearance of the device by adding covers, cases, or stickers
- Use any adhesive or non-adhesive items to decorate the device

Violations may result in loss of access as well as other disciplinary action.

We ask each parent/guardian to complete and return the Internet Student User Agreement and Parent Permission form included in the registration packet.

Technology devices are property of St. Athanasius and will be distributed to and collected from students at the start and end of each school year.

It is important as a school community to recognize our student(s) for achievements and accomplishments. This may take the form of digital pictures, videotape, and/or mention on the school's web site. All precaution is taken to protect our students especially on the Internet. We post only student's first names.

TUITION POLICY

Tuition payments to the school are monitored by the School Tuition Audit Committee (STAC). Their role is to provide leadership and responsible stewardship of the school tuition payments, which is a significant portion of the overall parish budget.

Tuition Rate Guidelines:

- A.) Rates are for all families regardless of parishioner status.
- B.) Families with a Pre-K student and a K-8 student(s) will pay the Pre-K + K-8 rate.
- C.) Rates include the PTO family fee and field trip fees, reducing out-of-pocket expenses during the year. *(No refund on field trips regardless of your child's participation.)*
- D.) Rates also include book fees, technology fee, cafeteria and playground monitoring fees, etc. Rates do not include registration, Pre-K/K snack fee(s), classroom supplies, or lunch fee.
- E.) Blended families living at the same address are required to provide documentation showing their legal union to be eligible for a single family rate.

Tuition Payment Options

It is agreed to and understood as a condition of your child's/children's education at St. Athanasius School, you will pay tuition for the current school year using one of the options below. All new families and existing school families changing their previous payment option are required to complete a new Tuition Payment form. If selecting the monthly option, they must register online with FACTS Tuition via www.stathanasiuslouisville.com.

1. One annual payment made in full by July 20th for the 2023/24 school year. For the 2023/24 school year, the discount will be \$175.00 and zero FACTS enrollment fee. Payments made to the Parish Office by check only. Check made payable to St. Athanasius.
2. Biannual payments made on July 20th and January 20th for the school year. For the 2023/24 school year the discount will be \$125.00. Payments made to the Parish Office by check only. Check made payable to St. Athanasius.
3. Families selecting the monthly payment option will register with FACTS Tuition and mandatory ACH direct withdrawals from a savings or checking account are required. All families using FACTS will be assessed a \$45.00 service fee when their account is finalized. Families can choose a monthly withdrawal date of the 5th or 20th. Families

paying monthly will be on a 12 month plan (July-June). Families paying monthly via FACTS Tuition may select to do so with a MasterCard, Discover, or American Express credit cards. Families selecting this option will incur a convenience fee. Families may sign up online with FACTS or call them at (866) 441-4637.

4. Families, with an 8th grade or Pre-K student only will be on a 10 month payment plan (July – April).

Pre-K only families and those families receiving tuition aid are not eligible for a tuition payment discount.

Financial/Tuition Aid

Tuition aid for St. Athanasius School is available through the Catholic Education Foundation, the Archdiocese of Louisville, St. Athanasius Church and School Choice. The Private School Aid Service (PSAS) application covers all sources of tuition aid.

Aid Eligibility

- All K – 8 school families are eligible to apply for aid which is applied towards tuition only.
- Families applying for aid must do so each year and any amount of aid provided in one year has no bearing on future requests.*
- Aid forms are available in January for the following school year and are due in mid-March.
- Aid requests will be evaluated first on need and then by the date received.
- Requests received after the due date will be reviewed based on availability of aid.
- The party responsible for payments must submit the aid form and provide all requested documentation; incomplete forms will not be considered.*
- Families that are delinquent on the previous year's tuition and fees must have an approved payment plan in place with STAC before requesting aid for the upcoming school year.
- Families receiving tuition aid are not eligible for a tuition payment discount.

Families that enroll after the school year begins:

- The tuition and fees will be prorated based on the date of enrollment.
- Families must be in good financial standing with their previous school.

Families that withdraw before the school year ends:

- Any refund of tuition and fees will be prorated less a \$50.00 administrative fee.
- Families that withdraw after the 20th of the month will not receive any refund for that month.
- Families that withdraw after March 20th will not receive any refund for tuition or fees.*
- Any student issued a technology device must return it to the school.**

Delinquent Families:

- Delinquent Families are required to proactively communicate their circumstances to Shawn Black or Andy Smith at the Parish Office (502) 969-3332.
- The School Tuition Audit Committee (STAC) will work with delinquent families to determine an alternative payment plan.
- Repeated failure to follow an adjusted payment plan jeopardizes students' extracurricular program participation. Delinquent families that withdraw from school and wish to continue extracurricular programs (sports, etc) are required to attend Religious Education (PREP) classes and adhere to a STAC approved payment plan.

-Families that have more than one party responsible for tuition and fees must have all accounts current. If any portion of an account is delinquent, the entire account is considered delinquent and will impact a student's enrollment.

-Families that are 45 days delinquent on tuition and fees, cafeteria, SAFE, PTO, etc. and are not adhering to the above requirements will be contacted to have their children removed from school.

-Student grades and records may not be released until all accounts are paid and/or current.

-Students that have a delinquent account due to lunch accounts, tuition payments, or overdue library books will not be permitted to participate in Field Day until all accounts are current and/or paid in full.

Delinquent Fees:

Families who proactively communicate their circumstances to Shawn Black or Andy Smith at the Parish Office and have an approved alternate plan are not assessed delinquent fees.

-Returned checks will be assessed a \$35.00 fee.

-Existing School Families registration is in January; those not registering at this time will have an increased registration fee.

-Tuition rates for the next school year are communicated in March; families failing to select one of three tuition payment options by the end of March will be assessed a \$50.00 delinquent fee.

-Families who select the monthly payment option and fail to have their FACTS account established by June 1st will be assessed a \$100.00 delinquent fee.

-Families on the FACTS program whose payment is returned 3 times due to insufficient funds will be assessed a \$35.00 delinquent fee by St. Athanasius in addition to the FACTS late fee. Bank fees for insufficient funds vary per bank.

-Families on the FACTS program who are delinquent 50% or more times in a year may be required to pay annually/biannually the following school year.

Exceptions:

-Exception requests must be reviewed by STAC and approved by the Pastor.

UNIFORM REGULATIONS

The Catholic Community of St. Athanasius is committed to the educational, spiritual, and developmental needs of children, among which is a sense of order and discipline. A school dress code compliments the teaching of order and discipline and promotes learning in a less distracting environment.

Uniform Regulations *

1. Uniforms will be worn beginning the first day of school unless noted by the Principal.
2. Student's name should be put on all articles of clothing worn to school.
3. **Tennis shoes must be worn for P.E..**
4. Girls may wear one pair of small, post earrings in each ear lobe. Hoops and dangling earrings may not be worn. Boys may not wear earrings.
5. Body piercing, other than earlobe, and tattoos (temporary or permanent) are not permitted.
6. No logos or monograms, except school logo, may be worn on any uniform.
7. No rings, necklaces or bracelets are to be worn. Watches are allowed (See #21.) One religious medal/cross may be worn if it is small and appropriate.

8. Middle School (5-8) female students may wear light foundation and mascara only. No eyeliner, eye shadow, or colored lip products are permitted. Makeup may not be brought to or put on at school.
9. Hair must be neat and clean and well groomed. St. Athanasius School supports the wearing of hairstyles that comply with the more traditional grooming standards for both males and females.
10. Students should not wear hair in a manner that it falls in their eyes. Boys' hair may be to the top of the collar, bottom of the ears and top of the eyebrows.
11. Non-traditional styles, including, but not limited to mohawks, partially or completely shaved heads, tails or ponytails (for boys), or unnatural color are unacceptable. If style or color is determined to be unacceptable by the administrator, parents will be asked to see that the child is in compliance.
12. No distracting hairpieces are to be worn.
13. Students may not write on themselves.
14. Should female students choose to wear nail tips or acrylic nails, it may not prohibit or impede them from completing their work. Nails should be simple in design and not cause distractions. Administration reserves the right to request the modification of nails if they are deemed to be causing distractions.
15. Skirts may not be rolled up at the waist and may be no shorter than 5 inches above the floor (measured while child is kneeling).
16. All pants must be the proper size and be worn at the waistline. No sagging pants.
17. T-shirts worn underneath shirts or blouses must be plain white.
18. Shirts and blouses must be tucked in at all times.
19. If shorts are worn, they **MUST** be uniform shorts.
20. Spirit Wear is not part of the school uniform and can only be worn on Spirit Wear days.
21. Students are permitted to wear a "Fitbit" type fitness tracking watch. However, it may not have the capability to receive/send text messages, calls, or take photos.
22. All parts of the uniform must be in good condition and may not have holes, rips, or excessive stains.

Failure to comply with the school policy on uniforms, grooming or hair styles may lead to the student's suspension until he/she is in compliance.

* The Principal and teachers will have the right to determine what is appropriate.

BOYS

Pants: Standard dark navy uniform dress slacks or dark navy knee length walking shorts are to be worn. No corduroys, cargo pants, denim jeans or jean-style pants are to be worn. Pants are not to sag. Shorts should be no shorter than 2 inches above the knee and no longer than knee-length.

Belt: Solid navy, black, or brown belt with a traditional belt buckle must be worn with both slacks and shorts.

Shirt: White or burgundy short-sleeved/long sleeved knit, collared shirt or white short/long sleeved button-down oxford style shirt may be worn. A white mock or turtleneck may be worn.

Sweatshirt: The approved uniform sweatshirt may be worn over the uniform shirt. Oversized

sweatshirts are not to be worn and sweatshirts are not to be tied at the waist or worn alone without a shirt underneath.

Socks: Matching, solid white or black socks must be worn.

Sweaters: Navy, white, gray, black or burgundy sweaters may be worn.

Shoes: Tennis shoes must be worn. No crocs, sandals, boots, or open toed shoes.

GIRLS

Plaid Jumper/Skirt/Skort: Girls may wear the plaid jumper (K-4) or skirt (Plaid #54 at Shaheen's) hemmed no shorter than 5 inches above the floor (measured while the child is kneeling). Skirts are not to be rolled at the waist. Parents are responsible for having skirts and jumpers in compliance. If a student receives 3 infraction notices about skirt length, she must wear uniform pants the following day until the beginning of the next trimester, at which time she may resume wearing a skirt according to policy. A uniform skort or jumper may also be worn by girls in grades Kindergarten through 4th grade only. Bottoms such as shorts, leggings, or school sweat pants must be worn under the skirt or jumper.

Blouse: Girls may wear the standard white uniform blouse, rounded or pointed collar or white oxford cloth button down collar blouse – long or short sleeves, or plain white or burgundy knit, collared shirt. A mock or turtleneck may be worn.

Sweatshirt: The approved uniform sweatshirt may be worn over the uniform blouse. The approved uniform sweatshirt has the school logo in the upper right hand corner. Oversized sweatshirts are not to be worn and sweatshirts may not be tied at the waist or worn alone without a shirt underneath.

Sweaters: Navy, white, gray, black or burgundy sweaters may be worn.

Slacks/Shorts: Standard dark navy uniform slacks are optional (no corduroys, denim jeans or jean-style pants are to be worn). Dark navy uniform shorts may also be worn hemmed no shorter than 2 inches above the knee.

Belt: Solid navy, black or brown belt is to be worn with shorts and slacks.

Tights: Black tights may be worn.

Leggings: Black leggings may be worn under the uniform skirt. Leggings must be solid black in color and may not have any cutouts or designs on them. Leggings alone are never acceptable bottoms.

Shoes: Tennis shoes must be worn. No crocs, sandals, boots, or open toed shoes. Boots are acceptable on Free Dress days.

Socks: Matching, solid white or black socks must be worn.

Sweatpants: St. Athanasius sweatpants may be worn on Spirit Wear days only. Sweatpants are not permitted under uniform skirts.

Non-Compliance

The following will apply for each successive violation of the Dress Code:

1. Notice sent home to parent (Uniform Infraction Form)
2. Any repeated uniform violation may result in an out of school suspension.
3. Three uniform violations result in the child losing the next Free Dress Day.

-Note the pants policy above after three skirt length infractions within one trimester.

-After receiving an infraction for a hairstyle, the student will be given a period of one week to ensure they're in compliance with policy.

Free Dress Day

The following guidelines are in effect:

1. Tee shirts may be worn. They may not convey images or messages which are not appropriate in a Catholic School setting. All shirts must be tuckable (tails fall at least 3 inches below the waist.)
2. No tank tops, halters, sundresses, tube tops, midriff tops or crop tops are to be worn. No revealing, low cut tops, or tops with spaghetti straps are to be worn.
3. Jeans and khaki pants may be worn if they are in good repair and properly fitting. No tight-fitting, spandex pants or baggy pants are to be worn. All pants must be worn at the waist. No rips, tears, frays, or holes are allowed in pants or jeans. Girls may wear appropriate length skorts, skirts, and shorts that meet the length requirement-no shorter than 5 inches above the floor (measured while the child is kneeling.)
4. No pajama/flannel pants or sweat pants are to be worn. Nylon athletic pants may be worn.
5. There may be no words on the seat of pants.
6. No spandex, cutoff pants, sweat pants, leggings or yoga pants may be worn.
7. Uniform shorts, basketball style athletic shorts, khaki, or jean shorts may be worn. No other shorts are allowed. Shorts must meet the length requirement-no shorter than 5 inches above the floor (measured while the child is kneeling.)
8. Skirt/dress lengths must be appropriate for a Catholic School(no shorter than 5 inches above the floor; measured while child is kneeling).
9. No sandals, slippers or flip-flops may be worn. Boots may be worn. Socks must be worn.
10. Jewelry, appropriate for school, may be worn.
11. All clothing must be in good repair – no raveled edges, holes, or patches. If students come to school dressed inappropriately, they will call home/work to obtain suitable attire or their uniform.
12. Boys may never wear skirts to school.
13. If a student chooses to wear the school uniform on a Free Dress Day, the school uniform must be worn as if it were a regular school uniform day.
14. No HATS are to be worn.

*The principal and teachers may define what is appropriate in a Catholic school.

Spirit Wear Fridays

Students may dress in Spirit Wear on Fridays. Acceptable bottoms include school uniform bottoms, jeans, or nylon/adidas style athletic pants. No fleece or cotton sweatpants allowed. Acceptable tops include any top from a school sponsored, PTO sponsored, Booster Club sponsored, or Parish Sponsored event or team or purchased Spirit Wear.

If a student does not comply with the dress code on Spirit Wear Fridays, the Principal may revoke their right to dress down days and require him/her to wear their school uniform instead.

If a student chooses not to participate, the school uniform must be worn.

This differs from a free dress day in that the top must be from a St. Athanasius event or piece of spirit wear clothing purchased through the PTO or Booster Club or given to students by the school.

Should the need occur, the Principal reserves the right to ask students to wear their school uniform on any given Friday.

SCHOOL EMERGENCY MANAGEMENT PLAN

We have a School Emergency Management Plan to respond to situations and help our students and families cope with certain emergencies, such as fire, tornado, gas leak or bomb threat. Our main concern in these instances is the safety of the students. In light of that, teachers and staff have assignments that will provide for such.

Reminder: As stated in the Registration Packet, students will be released only to those persons you have designated.

In the event of a disaster, we ask that you follow this procedure:

1. Listen to WHAS Radio or WLKY TV –(Do not call school)
2. If you must pick up your child, the gym or the Parish Center will be the command center for all pick-ups. Parents/Guardians must sign out all children.
3. Team leaders will be in touch with each other via cell phones.

Communication Rights of Non-Custodial Parent

St. Athanasius School officials are required to follow the law regarding the rights of non-custodial parents. A non-custodial parent whose child is enrolled at St. Athanasius School has the right to see academic and disciplinary records and to talk to school officials regarding his/her child's progress. Non-custodial parents, by law, have the right to this information. St. Athanasius School officials are not required to contact the custodial parent if such information is requested by the non-custodial parent. St. Athanasius School voluntarily complies with the Buckley Amendment.

In special cases where a court order states that the non-custodial parent has no right to information about his/her child, the custodial parent must present a copy of the document to school officials to be kept on file. School officials will not permit non-custodial parents to visit with the child at school or pick him/her up after school unless the custodial parent gives written permission. This includes a non-custodial parent eating lunch at St. Athanasius with his or her son or daughter. School officials have the right to ask non-custodial parents to confirm this arrangement with the custodial parent.

It is the responsibility of parents to keep the school informed of special family arrangements in regards to the custody of the child. Parents should not assume that school officials are aware of court orders regarding custody.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

SCHOOL SAFETY

Visitors

All visitors, including parents, must stop by the office, sign in and wear the identification badge while they are in the building. Prior to leaving, please sign out at the front office.



Volunteers

We value family involvement in our programs and activities. To ensure smooth operation of our programs and events, younger, non-school aged siblings are not permitted to attend events with parents scheduled to **chaperone or volunteer**. This includes but is not limited to class parties, santa shop, field day, field trips, etc.

Volunteers **must** be up to date on the Safe Environment Training (SET) and must have a background check on file with the school office. For the SET schedule or to complete a background check, please contact the school office.

Drills

Regular fire, tornado, earthquake, and lock-down drills are conducted in accordance with Archdiocesan guidelines. Speed and order require that absolute silence prevail during these drills.

Traffic Guard

For the protection of the students, a traffic guard is stationed at the Outer Loop school crossing before and after school hours from 7:10-7:30 a.m. and 2:40-3:00 p.m.

In order to volunteer or participate in classroom parties or field trips, you must complete the Safe Environment Training through the Archdiocese of Louisville and have a background check on file. The schedule for training can be found online on the Archdiocese of Louisville website. Once completed, the training is good for five years upon which an online refresher course is required.

TELEPHONE PRIVILEGES

Students may not use the telephone during the school day unless directed to by the office staff or a teacher. Students *may not call home for forgotten work, etc.* Plans for after school visits with friends should be made prior to the beginning of the school day.

Cell Phones



Cell phones may be brought to school but must be kept in the student's backpack/locker and turned off at all times. Girls may not carry them in purses. Violation of this policy will result in confiscation of the phone. **If a cell phone is confiscated, it must be picked up by a parent or legal guardian. There are no exceptions. Students will serve detention. Repeat offenses will be addressed on an individual basis.**

- (1) Phones must be kept in the OFF position from 7:10 A.M. to 3:00 P. M. and kept away in backpacks until students have left the building.
- (2) No cell phones may be used for picture taking, music, etc.

- (3) No harassment or threatening of persons via the cell phone is permitted.(See Threatening Behavior Policy on pg. 37)
- (4) Cell phones may not be used for game playing, Internet or e-mail access, text messaging, gambling or making purchases of any kind at school.
- (5) Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

Any school official who observes a student talking on a phone or who hears a phone ringing at an inappropriate time should confiscate the offender’s phone, and take it to the Principal’s office where it may be picked up by a parent or guardian of the student.

PERSONAL ELECTRONIC DEVICE POLICY

PERSONAL ELECTRONIC DEVICES GRADE 4 – 6

The Archdiocese of Louisville supports the safe and responsible use of personal electronic devices in ethical and legal ways. The use of these twenty-first century learning tools should be focused on academic learning whether as part of class work or as use by individuals before or after school.

The following provisions regarding personal electronic devices should be made for the safety and well-being of all students at Saint Athanasius School.

- o GRADES 4 – 6: All personal electronic devices—eReaders, tablets, iPads, iPods, PCs, etc.—should be used under the direction and guidance of the classroom teacher. **(Cell phones are excluded)** Students may not access any type of wireless network e.g. 3G, 4G, Wi-Fi. Students are not to access personal e-mail, social media sites, cloud storage, and/or photo/video applications during school hours. No pictures or videos are to be taken at school. Mobile devices are not to be used in the restrooms, on the playground, in the classroom during indoor recess, or in the cafeteria before school or during lunch. **GRADES 2-3 ONLY ALLOW KINDLES AND/OR NOOKS**
- o No downloads or purchases may be made during school hours. Parents should supervise the downloading of books and other material purchased on the internet. Reading materials and apps must be focused on academic learning and appropriate for Catholic Schools. Mobile devices may not have any settings that would disrupt the learning environment such as alert tones or music.
- o Saint Athanasius School reserves the right to further limit the use of personal electronic devices to prevent disruption of the learning environment.
- o **A form must be completed and returned to the school office along with the electronic device.** An office staff member must inspect the electronic device at that time. Students must allow access of their device to any Saint Athanasius Staff member at any time to verify appropriate content.

- o Electronic devices that have been approved will be marked.
- o Currently, members of the St. Athanasius community have no access to a public Wi-Fi network. Students have no access to network files using a mobile device.
- o The school is not responsible for the breakage, loss of the device, theft, or any inappropriate use of the mobile device by any student.
- o If a student chooses to use the device inappropriately, the device will be confiscated and returned to the parent/guardian and the child's privilege of use will be suspended for the remainder of the year.
- o Devices may not be shared with other students while at school, If this occurs, the students privilege of use will be suspended for the remainder of the year.
- o Students are permitted to wear a "Fitbit" type fitness tracking watch. However, it may not have the capability to receive/send text messages, calls, or take photos.

DISCIPLINE

Code of Conduct

To insure an appropriate Christian school environment and to reinforce the Christian values of the home, the following Code of conduct is established for the students:

1. Students are to exhibit **respect** at all times for teachers and all those in authority in their school situation. Talking back, abusive, **offensive** or obscene language or gestures to anyone or by anyone are not permitted.
2. Students are to exhibit respect at all times for their peers and other students. Pushing and shoving in line, cheating, stealing, verbal abuse, any unacceptable physical contact, and fighting in the classroom/playground may result in immediate suspension from school. The length of the suspension will be determined by the principal after reviewing the situation.
3. Students are to exhibit respect at all times for all school property, their own and that of others. Defacing school property in restrooms, halls, classrooms, playground, lunchroom or any area on school premises is not permitted.
The students are financially accountable for repair or replacement of any damaged property, including textbooks. Suspension may occur.
4. Students are never permitted to chew gum or eat candy during school hours unless given permission by a teacher.
5. Students are to exhibit respect at all times on the playground. Only safe, appropriate behavior and proper use of playground equipment is acceptable. Students are to remain in their assigned play area.
6. Students are to conduct themselves in a quiet manner in the school building, before and after school, while changing classes, and in the cafeteria. The children are to enter and leave school in a safe and orderly manner.

7. Students are to exhibit respect at all times on the way to and from Church. Reverence in Church is to be shown by participating in the liturgy and other services.
8. Students are to exhibit respect at all times for all classroom rules and standards established by their teacher.
9. Students are to abide by the Dress Code as detailed in this handbook.
10. Students are to conduct themselves as responsible Christian citizens at all times both in and out of school.
11. Students are to abide by the Drug/Alcohol Policy of St. Athanasius School.
12. Students may not write on themselves with pens, markers, etc.
13. Students may not leave the school grounds under any circumstances unless authorized by the Principal, office personnel, or teacher.
14. Birthday and other party invitations are not to be handed out at school, unless there is one for every student in the class.
15. Our purpose at St. Athanasius is to maintain a respectful and conducive learning environment. Students should not exhibit any public displays of affection, including kissing, embracing, holding hands, or other intimate gestures on school grounds, at school or parish sponsored events.

SWARM Behavior System

At St. Athanasius, we strive for all students to be:
Scholarly, Welcoming, Accountable, Respectful, Motivated

These traits make up our SWARM behavior system. Students earn a conduct grade each week which is recorded on FACTS under homeroom grades. The conduct grade is impacted by the overall number of infractions earned in a given week. Below are the infractions that are documented. Grading scales differ by age range and will be shared with you at the parent orientation meeting with your child’s teacher. Teachers will use regular and on-going communication regarding behavior with parents. Collaboration between parents and teachers is essential in addressing behavior concerns effectively and supporting positive outcomes for students.

S - Scholarly	W - Welcoming <i>(Infractions Do Not Uphold Community)</i>	A - Accountable	R - Respectful	M - Motivated	REFERRAL
S1: Missing Classroom Materials S2: Missing Planner/ Agenda/ Folder S3: Incomplete Work/ Missing Assignments S4: Missing Device/ Device Not Charged S5: Misuse of Materials	W1: Unwelcoming Behavior <i>(Excluding Others, Name Calling, etc.)</i> W2: Consistent Disregard for School Policies W3: Inappropriate Behavior During <i>Prayers/ Church</i> W4: Inappropriate Behavior at <i>Recess/ Field Trip</i>	A1: Overtly Disruptive Behavior A2: Inappropriate Physical Contact/ Horseplay A3: Throwing Objects A4: Chewing Gum/ Eating Candy A5: Dress Code Violation	R1: Repeated Talking at Inappropriate Times R2: Disrespectful Toward Others/ Self R3: Disregard for Teacher Behavior Directive R4: Inappropriate Language	M1: Repeated Off Task Behavior M2: Lack of Participation M3: Minimal Effort M4: Improper Use of Technology (Minor) M5: Not Following Directions	Cheating/ Plagiarism/ Forgery Defacing/ Destroying Personal or School Property Fighting/ Other Serious Behavior Harassing/ Threatening Improper Use of Technology (Major) Lying to Authority Stealing

SWARM Conduct Grading Scales

SWARM Weekly Behavior Grading Scale

Middle School (5-8):

Score	0 = 100% A	1 = 98% A	2 = 95% A	3 = 90% B	4 = 85% B	5 = 80% C	6 = 75% C	7 = 70% D	8 = 65% U	9+ = 50% U
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Grades 1-4:

Score	0-5 = 100% A	6-10 = 90% B	11-13 = 80% C	14-16 = 70% D	17+ = 60% F
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Kindergarten:

Score	0-5 = E	6-10 = S	11-15 = N	16+ = U
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Middle School Infractions:

Any student in grades 5-8 that earns three infractions for two consecutive days will be assigned a detention.

Detention/Probation/Suspension

The goal of Christian discipline is self-discipline. The student freely chooses one form of behavior over another; he/she must learn to accept the consequences of that chosen behavior. School has the right to require a student to have a psychological evaluation, therapy, or counseling for certain behaviors.

In guiding the student's growth in habits of virtue and in Christian attitudes, a positive approach is emphasized. Nevertheless, there are moments when the teacher is confronted with real disciplinary problems. In order to support the teacher and to offer direction in such instances the following guidelines are issued:

Detention will be held as needed for violation of the Code of Conduct and repeated offenses of classroom rules. Detention will be one hour for students in grades 4-8 and as needed for students in grades 1-3. The student will be responsible for informing the parents of the detention and returning the signed detention slip the morning following its issuance to the teacher who issued it. If the detention slip is not returned the following morning before class, the student will call his/her parent and inform him/her of the matter.

Detentions will be served at 6:30 am on Tuesday, Wednesday, or Thursday. Students should enter the school through the middle school entrance unless told otherwise.

Failure to serve the assigned detention will result in three days lunch detention along with being issued another morning detention. If the second morning detention is not served, students will serve a one day out of school suspension.

If students are sick and unable to serve their assigned detention, a doctor's note should be turned in upon their return. The student is responsible for contacting Mrs. Potts to reschedule upon their return.

A grace period of one full week at the beginning of school will be given before students are charged with detentions.

Probation is a disciplinary procedure over a specific period of time during which a student is evaluated in regard to attitude and behavior by teacher and principal, in order to determine the student's resolve to remain in the school community.

A student may be on probation for any serious infraction of the school rules.

If after a probation period has been terminated, another serious infraction of the Code of Conduct occurs, a conference is held immediately to determine temporary or indefinite suspension.

Temporary Suspension is a disciplinary procedure by which a student is removed from his/her class for a specified period of time to give the student an opportunity to realize that certain aspects of his/her behavior are unacceptable to the school community. Students who have been suspended may not participate in activities after school, such as skating parties or sports activities.

Alcohol/Drug/Tobacco – Use/Abuse

In the event of the possession, use or sale/distribution of tobacco (cigarettes, chewing tobacco, vaping or any tobacco product) or illegal or controlled substances at school or at parish or school sponsored functions, a student's parents will be notified and the student will not return to school until a conference has been held between the parents and principal. Such action can warrant suspension or dismissal from school or removal from other school/parish sponsored activities. (Archdiocesan Handbook 5330)

In cases of suspected substance abuse, St. Athanasius will follow the policies established by the Archdiocese. This includes mandatory participation in a substance abuse evaluation screening.

Search & Seizure

The school/parish is co-tenant of lockers and desks and reserves the right to search them at any time without notice. (Archdiocesan Handbook 51442) The Principal reserves the right to ask a student to empty pockets, backpacks, purses, etc., if there is suspicion of a dangerous or illegal item in the school. Parent(s)/legal guardian(s) will be contacted to assist in a search if a student refuses to cooperate. This includes student's technological devices.

The administrator reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

THREATENING BEHAVIOR

Threatening behavior is defined as intentional statements, gestures, or actions intended to cause fear or harm to another and/or damage property. Blogging provides another venue for making threats. Threats are threats wherever they are made, including all technological devices.

Saint Athanasius has a zero tolerance policy for bullying. Harassment and bullying in any form is unacceptable. Any cases of bullying or harassment reported to teachers or administration will be thoroughly investigated.

At St. Athanasius, we prioritize the privacy and confidentiality of all our students. In accordance with this commitment, parents will be informed of behavior situations as it relates directly to their child. However, parents do not have the right to information regarding other students in regards to consequences, disciplinary actions, or other personal information. This policy ensures the protection of student privacy while maintaining transparency regarding individual student behavior incidents.

Social Media

Students represent St. Athanasius in and out of the classroom. Therefore, students will be held accountable for any inappropriate behavior displayed through personal social media accounts. St. Athanasius reserves the right to take disciplinary action as a result of the misuse of personal social media accounts if it impacts or disrupts the learning environment or involves school related topics.

Harassment

Sexual harassment – Students who engage in sexual harassment during school will be subject to appropriate discipline that may include removal from the school. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

Verbal harassment – derogatory comments, jokes, or racial slurs; including belligerent or threatening words spoken to another individual, name-calling, pressure to engage in sexual activity, repeated propositions, sarcasm, put-downs, mocking, hurtful teasing, spreading hurtful rumors, revealing personal information or publicly humiliating another person.

Physical harassment – Unwanted touching, pinching, patting, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal movement.

Visual harassment – derogatory, demeaning, or inflammatory posters, pictures/photos, cartoons, written words, drawings, novelties, or gestures.

Cyberbullying – derogatory comments on Facebook or via other social networking sites or media.

Harassment in any form is prohibited. Any behavior deemed threatening by school officials is inappropriate and may result in immediate suspension/dismissal from school.

Any student believing they are victim to any form of harassment should do the following:

1. Express their displeasure to the student involved.
2. If harassment continues, student should report the incident(s) to a teacher or other staff member immediately.
3. Upon receipt of the complaint, the Principal shall initiate investigation, including a meeting with any students involved in the said incident.

4. Based upon the results of the investigation, the Principal shall report to any parents or guardians the incident and conclusion as to whether harassment occurred and any disciplinary action that may be deemed necessary.

If necessary, counseling or similar recommendation may be required. Possible isolation or in-school suspension may be a result of incident(s). If situations continue to occur, additional disciplinary actions may take place, including out-of-school suspension or dismissal/expulsion from school.

CRIMINAL GANG-LIKE ACTIVITY:

Criminal gang-like activity will not be tolerated on school grounds or at any school sponsored activities. Criminal gang-like activity involving membership in a criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts. Students may not wear/display explicit gang-like symbols. Violations may result in suspension. Local law enforcement will be notified if a criminal act occurs.

ITEMS OF VIOLENCE

Any knives, pocketknives, guns, matches, lighters, or fireworks brought to school will be confiscated immediately. The consequence for bringing such items to school **may** result in immediate suspension with a mandatory psychological evaluation and authorization to return to school (completed by the Archdiocese of Louisville), or dismissal from school as well as prosecution. (Kentucky Law)

Students are asked to tell an adult if they have any knowledge of illegal weapons on school property or have heard of threats to bring such to school.

It is the policy of St. Athanasius School to report any student who is determined to have brought a deadly weapon or firearm to school or to school grounds, to the criminal justice or juvenile delinquency system. Students with firearms or deadly weapons will be indefinitely suspended from the school. (Archdiocesan Handbook 5433)

Kentucky Law Regarding Dangerous Weapons states: “Unlawful possession of a deadly weapon on school property in Kentucky is a felony punishable by a maximum of (5) years in prison and a ten thousand (\$10,000) fine.”

Releasing Students (or School Personnel) to Police Custody

School officials are required by law to release a student or adult staff member to the custody of a police officer. In the event that police show school officials a warrant for the arrest or detention of a minor child or an adult, school officials will ask permission to call the parent/guardian (or spouse). Police officials are not required to wait for the parent/guardian before escorting the child out of school. If a parent/guardian cannot be reached, a school official will accompany the student to the police station.

A student accused of a serious wrong can be placed on a home study program pending adjudication or investigation.

Requisite Screening of Adults Working With Children

The state of Kentucky and the Archdiocese of Louisville require the following:

Policy: Persons who have supervisory positions over children and are employed after July 15, 1988, shall undergo a State Police screening for records of sex offenses. (Policy based on KRS 17.165) All must attend SAFE Environment Training sponsored by the Archdiocese of Louisville.

Regulation: Teachers, aides, substitute teachers, bus drivers, cafeteria managers, cafeteria and playground monitors and coaches will under go this screening and training.

Social Media Policy of the Archdiocese of Louisville Catholic Schools

The Social Media Policy of the Archdiocese of Louisville Catholic Schools outlines the expectations for ethical and responsible use of social media by students, teachers, staff, volunteers, and parents. Key points include:

1. Digital Citizenship: Users should positively represent the school and its values online. Students 13 and above are expected to be good citizens with social media and will receive assistance in making good choices. Younger students will practice skills to navigate social media.
2. E-Safety: Personal information should be safeguarded. All members of the school community are responsible for reporting inappropriate behavior.
3. Cyberbullying Prevention: Cyberbullying is strictly prohibited.
4. Privacy Protection: Respect for personal information and privacy is crucial; sharing requires permission.
5. Professionalism: Teachers and staff should maintain professionalism and avoid endorsing anti-Catholic views.
6. Educational Use: Social media for educational purposes needs approval; content must align with school guidelines.
7. Reporting and Consequences: Inappropriate use must be reported and may lead to disciplinary action, including suspension or expulsion or in the case of employees, termination. The policy includes specific guidelines for administrators, teachers, and volunteers on maintaining separate professional and personal social media accounts and for parents on modeling responsible social media behavior.

It emphasizes that students should be taught responsible use from kindergarten through high school, with annual training sessions.

Faculty should also have annual training sessions on responsible use of technology and social media in the fall of the school year.

The policy addresses the appropriate use of social media for different age groups, stressing the importance of online safety, truthfulness, and kindness in online interactions.

The full Social Media Policy for the Archdiocese of Louisville Catholic Schools can be found at https://drive.google.com/file/d/1qqagoo7xKNfwtECe6VarRnVIJ8_FQY8s/view.

HANDBOOK AGREEMENT FORM 2024-2025

We have read, and reviewed with our student(s) the Parent/Student Handbook (online) and agree to be governed by this school handbook for the school year 2024-2025. We recognize the right and responsibility of the school to make rules and enforce them. We agree to abide by the policies and regulations set forth. This includes but is not limited to: Tuition Policy, Parent Commitment Form, and Internet Student User Agreement.

Printed Student(s) First and Last Names:

Student(s) Signatures (if capable)

1 _____

2 _____

3 _____

4 _____

Parent/Guardian Printed Name

Parent/Guardian Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

Date

Parent Commitment 2024-2025

I have read, understand and accept the St. Athanasius School Parent Commitment as outlined in the Parent/Student Handbook. I agree to be involved and accept the policies in order to make my child's/children's school program a success.

Oldest Student's Full Name

Date

Parent/Guardian Printed Name

Parent/Guardian Signature

Parent/Guardian Printed Name

Parent/Guardian Signature

PERMISSION FORM FOR MEDICATION

Date: _____

Student Name: _____ Grade: _____ Date of Birth: _____

Reason for medication: _____

Name of medication: _____

Form of medication/treatment:

Tablet/capsule Liquid Inhaler Nebulizer Other

Schedule and dose to be given at school: _____

Start Date: _____ End Date: _____

For episodic/emergency events only

Restrictions (if any): _____

Special Storage Requirements: No Yes

If Yes _____

This student is capable of self-administering this medication: Supervised Unsupervised

If there is additional information the school should know please state below:

Physician's Name: _____

Date: _____

Physician's Signature or Doctor's Office Stamp

Parent/Guardian Signature

Date: _____

All medications must be brought to school in the original container. Inhalers are the only medical items that students may carry.

PERSONAL ELECTRONIC DEVICE POLICY

PERSONAL ELECTRONIC DEVICES GRADES 4 – 6

GRADES 2-3: ONLY KINDLES AND/OR NOOKS

The Archdiocese of Louisville supports the safe and responsible use of personal electronic devices in ethical and legal ways. The use of these twenty-first century learning tools should be focused on academic learning whether as part of class work or as use by individuals before or after school.

The following provisions regarding personal electronic devices should be made for the safety and well-being of all students at Saint Athanasius School.

o GRADES 4 – 6: All personal electronic devices—eReaders, tablets, iPads, iPods, PCs, etc.—should be used under the direction and guidance of the classroom teacher. **(Cell phones are excluded)** Students may not access any type of wireless network e.g. 3G, 4G, Wi-Fi. Students are not to access personal e-mail, social media sites, cloud storage, and/or photo/video applications during school hours. No pictures or videos are to be taken at school. Mobile devices are not to be used in the restrooms, on the playground, in the classroom during indoor recess, or in the cafeteria before school or during lunch. **GRADES 2-3 ONLY ALLOW KINDLES AND/OR NOOKS**

o No downloads or purchases may be made during school hours. Parents should supervise the downloading of books and other material purchased on the internet. Reading materials and apps must be focused on academic learning and appropriate for Catholic Schools. Mobile devices may not have any settings that would disrupt the learning environment such as alert tones or music.

o Saint Athanasius School reserves the right to further limit the use of personal electronic devices to prevent disruption of the learning environment.

o **A form must be completed and returned to the school office along with the electronic device.** An office staff member must inspect the electronic device at that time. Students must allow access of their device to any Saint Athanasius Staff member at any time to verify appropriate content.

o Electronic devices that have been approved will be marked.

o Currently, members of the St. Athanasius community have no access to a public Wi-Fi network. Students have no access to network files using a mobile device.

o The school is not responsible for the breakage, loss of the device, theft, or any inappropriate use of the mobile device by any student.

- o If a student chooses to use the device inappropriately, the device will be confiscated and returned to the parent/guardian and the child’s privilege of use will be suspended for the remainder of the year.
- o Devices may not be shared with other students while at school, If this occurs, the students privilege of use will be suspended for the remainder of the year.
- o Students are permitted to wear a “Fitbit” type fitness tracking watch. However, it may not have the capability to receive/send text messages, calls, or take photos.

(Do not sign for children in Pre-school, Kindergarten, or 1st Grades—not permitted to have mobile devices. Students in grades 7th and 8th are not allowed to bring in own devices due to school-provided Chromebooks)

I, _____, have read the above policy and agree to
 (Student Name—Print Please)

_____ (Student Name—Print Please) _____ (Student Name—Print Please)

abide by all the rules established with St. Athanasius school.

I, _____, have acknowledged and read the policy,
 (Parent Signature)

_____ (Printed Family Name)

and agree to enforce the policy to my child(ren).

Date _____

Authorized Pickup List

In the event that you are unable to pick your child(ren) up from school, please list the names of other individuals that are authorized to pickup your child from school. We are not allowed to let your child/ren leave with anyone other than the custodial parent/s or guardians unless we have written approval from you.

Family Name _____

I, _____, authorize the following adults to pick up my child/ren (Print Name/Grades) if custodial parents or guardians are unable to do so or cannot be reached.

_____	_____
_____	_____
_____	_____
_____	_____

Name _____ Phone # _____
Relationship _____

Name _____ Phone # _____
Relationship _____

Name _____ Phone # _____
Relationship _____

Name _____ Phone # _____
Relationship _____

Name _____ Phone # _____

Middle School Locker Agreement Form

The use of a St. Athanasius Middle School Locker is a privilege not a right. Students must follow all of the rules below in order to maintain this privilege. Should a student violate any of the rules below they will be subject to disciplinary consequences and possibly fined should the locker be damaged and need repair.

As a student of St. Athanasius Middle School, I agree to the following in regards to my locker usage:

1. Administration and faculty reserve the right to search my locker at any time.
2. I will ONLY place the school issued lock on my locker. I will not attempt to change the combination to my school issued lock.
3. I will keep only items necessary for school in my locker.
4. I will NOT write anywhere on my locker nor intentionally scratch words/pictures anywhere on my locker.
5. I will NOT use tape, adhesive, or contact paper of any kind anywhere on the inside or outside of my locker. (Items may be hung on the inside of the locker with magnets.)
6. I will NOT place any pictures/signs on the outside of any lockers.
7. I will take home any and all food and drink items at the end of every school day. Food MAY NOT be kept in lockers outside of a lunchbox.
8. I will NOT keep any valuables in my locker.
9. I understand that the school is NOT responsible for theft, damage, or vandalism of property including, but not limited to personal property and textbooks.
10. I will only use the locker issued to me. I will NOT share and/or swap lockers or locks with any other student. I will NOT share my lock combination with anyone.
11. I understand that I will be required to clean out my locker periodically to make sure it is staying organized and neat.
12. I understand that the locker must be in the same condition at the end of the year as it was at the beginning of the year and am responsible for any damages that occur.

Student Name _____ Grade _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

St. Athanasius School

5915 Outer Loop Louisville, KY 40219
Phone: 502-969-2345 Fax: 966-8974



2024-2025

First Day of Instruction (11:00am Dismissal)	8/14
Last Day of Instruction (2:30pm Dismissal) <i>Field Day</i>	5/23

Holidays	No School
Labor Day	9/2
Fall Holiday Break	10/10 - 10/14
Thanksgiving Break	11/25 - 11/29
Christmas Break	12/23 - 1/3
MLK Holiday	1/20
Winter Holiday Break	2/14 - 2/17
Good Friday	4/18
Easter Monday	4/21
Spring Break	3/31 - 4/4
Derby Holiday	5/1-5/2
Memorial Day	5/26
Non-Traditional Instruction	NTI @ Home
Staff PL Day (Election Day)	11/5
Staff PL Day	3/14
PTS Conferences	No School
1st Trimester/Fall	October 10
2nd Trimester/Winter	February 13
Trimester Dates	1:00PM Dismissal
1st Trimester	8/13 - 11/8
2nd Trimester	11/11 - 2/21
3rd Trimester	2/24 - 5/28
Holy Days & Church Celebration Days	
Feast of the Assumption	8/15
Feast of All Saints	11/1
Immaculate Conception	12/9
Ash Wednesday	3/5
Ascension of Jesus	5/29
Early Dismissal *	*11:00AM
Assessment Dates	
MAP Assessment	8/26 - 9/27
	1/6 - 2/7
	4/7 - 5/9
<i>8th Grade Algebra</i>	4/21 - 4/23
HS Placement Test	12/14
ACRE Assessment	T.B.D.
Other Dates	
Discover Catholic Schools Week	11/17 - 11/23
Celebrate Catholic Schools Week	1/26 - 2/1
CSW Liturgy	1/28

August 2024

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14*	15	16
19	20	21	22	23
26	27	28	29	30

September 2024

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2024

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

November 2024

Mon	Tues	Wed	Thurs	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December 2024

Mon	Tues	Wed	Thurs	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20*
23	24	25	26	27
30	31			

Staff Professional Learning Days

8/6, 8/7, 8/8, 11/5, 3/14, 5/27, 5/28, 5/29

Students are not in session.

11/5 and 3/14 are NTI Days.

January 2025

Mon	Tues	Wed	Thurs	Fri
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

February 2025

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

March 2025

Mon	Tues	Wed	Thurs	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28*
31				

April 2025

Mon	Tues	Wed	Thurs	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

May 2025

Mon	Tues	Wed	Thurs	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Special Events

August 1 Registration	5:00-8:00 PM
August 12 Meet the Teacher	5:00-7:00 PM
May 20 8th Awards	10:00 AM
May 20 8th Graduation	6:00 PM
May 23 K-7th Field Day	All Day