

# Saint Athanasius School

## *Student Handbook*



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

*Revised 2023/24*

Dear St. Athanasius Families,

I am so glad you have chosen St A. for the education and faith development of your children. 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.

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.

Sincerely,  
Kristen Blankenship  
Principal, St. Athanasius School

### *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. (guardian).

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.

**PLEASE NOTE: THE TEXT OF ANY CHANGES MADE FROM LAST YEAR'S HANDBOOK WILL BE SHADED THROUGHOUT THIS 23-24 COPY**

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## ST. ATHANASIUS FACULTY & STAFF 2023-2024

**The Administration, Faculty and Staff are committed to helping our 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](mailto:blankenshipk@athanasiusschool.org)

Administrative Asst.      Susan Johnston – [johnstons@athanasiusschool.org](mailto:johnstons@athanasiusschool.org)

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Grade Three               Ms. Kim Patton – [pattonk@athanasiusschool.org](mailto:pattonk@athanasiusschool.org)

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Grade Five                 Mrs. Karen Potts – [pottsk@athanasiusschool.org](mailto:pottsk@athanasiusschool.org)

Grade Six                   Mrs. Stacy Tackett – [tacketts@athanasiusschool.org](mailto:tacketts@athanasiusschool.org)

Grade Seven               Mrs. Dana Jones – [jonesd@athanasiusschool.org](mailto:jonesd@athanasiusschool.org)

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                                      Mr. Brian Dubil – [dubilb@athanasiusschool.org](mailto:dubilb@athanasiusschool.org)

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Cafeteria Manager	
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S.A.F.E.	Ms. Deb McCabe – <a href="mailto:mccabed@athanasiusschool.org">mccabed@athanasiusschool.org</a>
Maintenance	Mr. Billy Stopinski

### **Instructional Assistants**

Kim Hourigan- Kindergarten  
Mrs. Stephanie Slayton- 1st Grade  
Mrs. Diana Grosshans- 2nd Grade  
Mrs. Sandy Clark- 3rd Grade

# **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, 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.

### **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.

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. 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-8. 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.

## **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 95<sup>th</sup> 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:***

**BRIGANCE Kindergarten Screen Three Core Assessments, Self-Help, and Social-Emotional Scales**

The Archdiocese of Louisville has purchased 8-10 copies of the BRIGANCE Kindergarten Screen Three Core Assessments manual and distributed them to schools throughout the regions of the Archdiocese, and the Archdiocese will provide schools with a listing of the schools who will house the manuals for each region. Schools may share these manuals to conduct assessments of students at their school sites.

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)

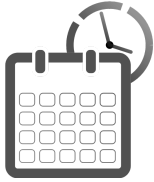
**First Grade Admission/Information**

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.

## 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) consecutive 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 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.

## 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.

### **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. What happens 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.

## 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.***

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.

### **P.E. Class**

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

## **ACADEMIC STANDARDS**

When students are experiencing academic difficulty (achieving below 75%) in one or more of the subjects taught daily, i.e. religion, reading, English, math, social studies, and science, it is strongly recommended that the student be involved in a tutoring program approved by the Administration for the following trimester.

Grades for students in 1st- 8th are posted on **Teacherease**. 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 by the 15th and 30th of each month.

### **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-4<sup>th</sup>)**

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 below 70%) in one or more 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. Tutors should be practicing or retired teachers, learning specialists, professionals in the required subject area, or a licensed program. Teachers may require a project based assignment in the areas of Religion, Science and Social Studies.

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. 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.

## 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 and Kindergarten will enter the school in the back parking lot under the awning. Mrs. McCabe, Preschool Director, will be at this door. I know, especially the first few weeks of school, Kindergarten and Preschool goodbyes can take longer than normal so this entrance allows for that while not slowing the flow of traffic.
3. Students in grades 1-8 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 front doors of school.

### 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)

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

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

Students must be picked up promptly as there is no supervision after 3:00 p.m.



### **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 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.

**S.A.F.E. Drop-In:** Students who are not picked up from school by 3:00 pm will be sent to SAFE, and will be subject to registration fees, tuition for the day, and late fees if applicable. 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 see the digital locker.

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 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.**

## BRINGING THINGS TO SCHOOL

No electronic devices of any kind, including cell phones (see page 34 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.

**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.

## 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 Teacherease.**

## **SNOW DAY PROTOCOL**

In anticipation of another hard winter, 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.

### **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. St. Athanasius has some snow days built into the school calendar. Snow days with NO on-line assignments will also be announced by the principal. Snow day #1, will be a day off school as in past years with no additional assignments posted. 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 email is not received by the homeroom teacher, your child(ren) will be marked absent.
4. Teachers will post assignments on Teacherease in the homework area by 10:00 am of the distance learning day. There will be a master list on the school website as well. Teachers will also be available from 10:00-2:00 via email to answer any questions or give

additional guidance. All teacher emails are found on the school website, in Teacherease, and in the back of the school directory.

5. 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.
6. Students will have assignments for all classes they would have attended had they been in school. This includes special areas and Spanish.
7. 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 unconcern and more than 3 detentions are some, but not all of the reasons that a student may be denied participation in a field trip.

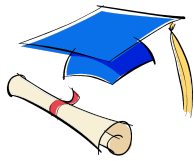
When students return to school from a field trip, they are expected to remain in school until 2:40. Parent/chaperones are expected to wait until this time to take students home. Chaperones may not bring any other children on the field trip.

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 (see page 40).**

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

## GRADUATION INFORMATION



1. Eighth grade students must complete work in all classes or they may not receive a diploma. The diploma would be awarded after work is completed.
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 (with the exception of the parish picnic) must be fulfilled by March of the present school year.

### **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 this 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.

## **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. Do not ask about deadlines at doctor 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 1<sup>st</sup> of the first year that a three (3), four (4), five (5), or six (6) year old child is enrolled.

### **6<sup>th</sup> Grade Entry**

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

## LUNCH



**Breakfast and lunch are offered to students who wish to take advantage of it. Milk may be purchased separately by children who bring their lunch from home. Lunches are free or available at a reduced rate for those who qualify for the federal free/reduced lunch program. Application forms are available in the registration packet.**

All students are required to eat lunch.

St. Athanasius School Cafeteria provides breakfast and hot lunches daily. Money is placed in each child's account. Please place money in an envelope with child's name and PIN number on the front.

Prices for 2023/24 school year (*May be subject to change*):

**Student lunches: \$3.00    Visitor lunches: \$4.50    Milk: .45¢    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 \$13.25, need to bring lunch from home until the account is current. 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.

## 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. Parents are required to sign-up for their commitments when they pick up the registration packet in August.

Each family is expected to support the following programs.

1. **Parish/School Maintenance Program** – Requires a 4-hour commitment. This may include: painting, cleaning and/or repairs. Other options are to serve as an in-school teacher aide, Library Aide, Room Parent, Health Screening Assistant, and other activities as they occur during the school year.

## 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. 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 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.

### **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

## **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.

## **TEACHER EASE**

St. Athanasius uses the grade program Teacherease which allows teachers to post all student/grades at least once a week. Parents may sign up for a Teacherease account by contacting Brittany Ernst 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 7<sup>th</sup> and 8<sup>th</sup> 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.

You will receive a Guide for Shadowing for Students and Parents early in the school year.



## SCHOOL BUS SERVICE

### **Pricing and Payment:**

One child: \$650, Two children: \$750 per family, Three or more: \$800 per family

The bus fee will be paid to St. Athanasius and sent to the attention of Shawn Black in two installments of \$325/\$375/\$400 September 10th and January 10th.

Fees for students riding the bus one way are \$325 for one child, \$375 for two, and \$400 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.

## **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). 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 are required to pay an \$8 locker fee to cover the cost of a school issued combination lock. 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. 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.

## 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.

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
- Print out web pages
- Gain access to (or alter) others' files or information
- Participate in any chat rooms, dating/social networks or instant messaging
- Inappropriately use portable drive devices

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.

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](http://www.stathanasiuslouisville.com).

1. One annual payment made in full by July 20<sup>th</sup> 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 20<sup>th</sup> and January 20<sup>th</sup> 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 5<sup>th</sup> or 20<sup>th</sup>. 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 8<sup>th</sup> 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 20<sup>th</sup> 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.

**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 1<sup>st</sup> 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 completely unacceptable and 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. 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 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. 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. Non-traditional styles, including, but not limited to spiked hair, razor cut designs in the hair, 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. No hairpieces, scarves, or bandanas are to be worn.

10. Students may not write on themselves.

11. Uniform sweatpants or black or navy leggings may be worn by girls under uniform skirts.

12. No nail tips, or acrylic nails are permitted. No markers are to be used on fingernails. Girls may wear nail polish.

13. 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).

14. All pants must be the proper size and be worn at the waistline. No sagging pants.

15. T-shirts worn underneath shirts or blouses must be plain white.

16. Shirts and blouses must be tucked in at all times.

17. If shorts are worn, they **MUST** be uniform shorts.

18. Spirit Wear is not part of the school uniform and can only be worn on Spirit Wear days.

19. 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.

*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 socks must be worn; White, Black, Gray, or Navy only.

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

**Shoes:** Matching shoes must be worn. No crocs, sandals, or open toed shoes. Tennis shoes preferred.

### **GIRLS**

**Plaid Jumper/Skirt/Skort:** Girls may wear the plaid jumper 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 may also be worn by girls in grades

Kindergarten through 4<sup>th</sup> 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. 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 worn). Dark navy uniform shorts may also be worn hemmed no shorter than 2 inches above the knee.

**Sweatpants:** Only St. A uniform sweatpants (purchased through school) may be worn under skirts. If worn to school, they must be worn **all** day and **may not** be removed during the school day, including PE class. **Sweatpants MAY NOT touch the floor, be rolled up at the hem, or be split up the sides.**

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

**No boots** may be worn with the uniform. However, they may be worn on free dress days.

**Tights:** White, black, navy, or gray may be worn.

**Leggings:** If leggings are worn, socks that match the color of the leggings must be worn with them. White, black, navy, or gray may be worn.

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

**Socks:** Matching socks must be worn; White, Black, Gray, or Navy only.

### **Non-Compliance**

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

1. Notice sent home to parent (Behavior Report 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.

### **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 and skirts.
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. Only uniform shorts or basketball style athletic shorts may be worn. No other shorts are allowed.

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 Days**

The **first and third** Friday of the month are Spirit Wear Fridays. Students may dress in Spirit Wear. Acceptable bottoms include school uniform bottoms or jeans. No 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.



### **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.

## **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 (on a first offense), it must be picked up by a parent or legal guardian no sooner than 24 hours from the time of confiscation. If taken away on a Friday, the phone may be picked up no earlier than Monday morning. The second offense will result in a seven (7) day (including weekends) loss of the phone. The third offense will result in a thirty (30) day loss of the phone.**

- (1) Phones must be kept in the OFF position from 7:10 A.M. to 3:00 P. M.
- (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 **or on the bus.**
- (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 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. No make-up may be worn at any time.
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.

#### **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. 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 – Use/Abuse**

In the event of the possession, use or sale/distribution of tobacco (cigarettes, chewing tobacco, 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.

**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 harm to another and/or damage property. Blogging provides another venue for making threats. Threats are threats wherever they are made, including cell phones.

**St. Athanasius is a Peacebuilder School and harassment/bullying in any form is unacceptable.**

## **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.

## FIELD TRIP REQUEST FORM

I request that St. Athanasius School allow my daughter/son to participate in the following field trip. I give my permission for \_\_\_\_\_ to attend and participate in:

Field trip for Grade \_\_\_\_\_ to \_\_\_\_\_

Approximate departure time and date:

\_\_\_\_\_

Approximate return time and date:

\_\_\_\_\_

In consideration of the making of arrangements for the trip by the school, I hereby release and save harmless the School and any and all liability for any injuries, loss, or other claims arising or resulting from this trip.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Contact Phone Number \_\_\_\_\_



## 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 7<sup>th</sup> and 8<sup>th</sup> 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 \_\_\_\_\_

**\*\*New Required Form at Registration\*\***

**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 # _____
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## **\*New Required Form Grades 5-8**

### **Middle School Locker Agreement Form**

Return this form with an \$8 check made payable to St. Athanasius.

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 \_\_\_\_\_

# SAINT ATHANASIUS ELEMENTARY SCHOOL CALENDAR 2023-2024

 Holiday  
 Conference Day

 Holy Day of obligation  
 Half Day

August 2023				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

October 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

November 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

December 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August	
	First Day of Instruction (Half Day)
16	11:00 Dismissal
17	First Day of Instruction for PreK

September	
4	Labor Day-No School

October	
12	Conferences No School
13	No School
16	No School

November	
7	Professional Develop. Day – No School
20-24	Thanksgiving Break

December	
8	Immaculate Conception
9	High School Placement
15	11:00 Dismissal
Dec. 18 – Jan. 2	Christmas Break

TRIMESTERS	
I	60.5 Instructional
II	55.5 Instructional
III	59 Instructional
Total	175 Instructional (includes 1 snow day)

January	
1	New Year/Christmas Break
2	School Resumes
15	M.L. King Holiday

February	
14	Ash Wednesday
15	Conferences- No School
16	No School
19	No School
24	End Second Trimester
27	Begin Third Trimester

March	
15	No School
29	No School Good Friday

April	
1-5	Spring Break

May	
3	Derby Eve Holiday
9	Ascension of Jesus
23	Field Day
24	Report Card P/U last day
22	Memorial Day

January 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

February 2024				
M	T	W	Th	F
				2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

March 2024				
	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2024				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**MAP Assessment Dates**  
8/23-9/22  
1/3-2/7  
4/8-5/10