

Saint Agnes School

Parent-Student Handbook 2018-19



Saint Agnes School
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Saint Agnes School Parent-Student Handbook 2018-2019

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Welcome from the Principal

WELCOME TO SAINT AGNES SCHOOL!

Information concerning our school is included in this Parent-Student Handbook. This handbook is extremely important. Keep it for future reference concerning the school and its operation. I ask that you share the information contained within this handbook with your children according to their appropriate age level, to assure an understanding of the philosophy, mission, and operation of Saint Agnes School.

It is the hope of the faculty and staff of Saint Agnes School that the years spent at Saint Agnes will result in growth for the total Saint Agnes Community.

We believe all students can and want to learn. Catholic education is a shared responsibility of students, parents, faculty, and parish community. We must work together and share expectations, values, and goals in order for the children to get the best experience from their education. If you have questions or concerns about what is happening day-to-day at Saint Agnes School, please call or email me. Good communication and a positive environment are so important for the success of our students.

I look forward to working together and helping each other to achieve the best for the children, families, and all at Saint Agnes School.

Mr. Rich Hoyt, Principal
August, 2018

Saint Agnes School Faculty and Staff
2018-2019

Mr. Rich Hoyt, Principal

**Ms. Erin Cappy, Assistant Principal/
Academic Support Coordinator**

Mrs. Mindy Sucher, Administrative Assistant

Mrs. Paula Jansing, Office Assistant

Kindergarten

Mrs. Christina Rice
Mrs. Stacey Turner

Grade 1

Ms. Emily Scheper
Ms. Betsy Wendt

Grade 2

Ms. Haley Baker
Mrs. Julie Liauba

Grade 3

Ms. Becky Hill
Mrs. Sarah Hughes

Grade 4

Mrs. Megan Arlinghaus
Mrs. Joanne Lape
Mrs. Vicki Smith

Grade 5

Ms. Shauna Ryan
Mrs. Lucy Winter

Grade 6-8

Mr. David Basile
Mrs. Sharon Donohue
Mr. Matthew Eviston
Mrs. Jorja Kremer

Grades 6-8 (cont.)

Mrs. Rosemary Mullen
Mrs. Rachael Sharp

Academic Support

Ms. Erin Cappy - Academic Support Coordinator
Mrs. Carolyn Bergs
Mrs. Gina Eckerle
Mrs. Debbie Finke
Sr. Mary Bonita Schack

Specials Teachers

Mrs. Maria Astudillo - Spanish
Mrs. Carolyn Bergs – Library
Mrs. Laura Brauch – Physical Education
Mrs. Gina Eckerle – Art
Ms. Regina Mason - Music
Mrs. Christina Woolley – Technology
Coordinator/Instructor

Support Staff

Mrs. Teresa Daugherty – Cafeteria Manager
Mrs. Geri Loos – Kindergarten Instructional Aide
Ms. Gail Osborne – Kindergarten Instructional
Aide
Mrs. Christy Ruehl – 1st Grade Instructional Aide
Mrs. Emily Rumker – 2nd Grade Instructional Aide
Mrs. Linda Stoudt – Instructional Aide
Mrs. Beth Scheper – Speech
Mrs. Donna Moreland – Counselor
Mrs. Sheila Dumford - Counselor

Mission and Philosophy Statements

MISSION STATEMENT OF SAINT AGNES PARISH

We, the faith community of Saint Agnes, a Roman Catholic Church and school within the Diocese of Covington, commit ourselves to:

- Become a welcoming, loving community based on faith in the Word of God, love of Christ in the Eucharist, and responsiveness to the guidance of the Holy Spirit;
- Strengthen faith in adults, youth, and children through liturgies, sacraments, religious education, study of scripture, small group sharing, and personal prayer;
- Promote the respect for all human life in recognition of the unique gifts bestowed by God on every individual;
- Teach our faith as the first priority within our school;
- Challenge our young people to develop a Christian lifestyle within the Catholic tradition;
- Evangelize the Word of God to inactive parishioners and the community. As our parish unites in fulfilling our mission towards becoming the Body of Christ, we pray for the guidance of the Holy Spirit.

MISSION STATEMENT OF SAINT AGNES SCHOOL

Saint Agnes School exists to provide excellence in Catholic education while inspiring and empowering our students to live the Gospel message of Jesus Christ. As compassionate and faithful Christians, we continue to pursue our spiritual journey, achieve our highest academic potential, and be stewards of the Catholic faith to others.

PHILOSOPHY OF SAINT AGNES SCHOOL

Saint Agnes School is a parish faith community where administrators, teachers, parents and school personnel work together to provide a strong Catholic education for each of its students. The spiritual, moral, intellectual, social, physical, and emotional development is supported and the dignity of each person is respected.

Our shared commitment is to teach and nurture our Catholic faith and to model it as we embrace and live the Gospel values today and in the future. We strive to educate, to serve, to be good stewards and to practice social justice.

Admission

Saint Agnes School does not discriminate on the basis of race, color, or national origin in its employment practices or admission policies.

Saint Agnes School is a Catholic school that serves the people of Saint Agnes Parish, as well as other students and families from the Northern Kentucky and Greater Cincinnati areas. Saint Agnes School accepts students, both Catholic and non-Catholic, from both the parish and non-parishioners.

Saint Agnes School maintains a maximum classroom ratio of one (1) teacher per twenty-six (26) students.

All students in kindergarten through eighth grade register annually to attend Saint Agnes School. Documentation from the previous school attended will be requested for all new students. New students may be interviewed by the principal before acceptance into Saint Agnes School.

Families registered in the Saint Agnes Parish are expected to be active members of the parish, to attend Mass regularly, to give service to the parish and/or school, and to contribute to the weekly collection to be considered for the parish tuition rate. School families who are not active members of the parish will pay the out-of-parish tuition rate.

Documents required for registration include: a completed online registration form, registration fee, a copy of the original birth certificate, and a copy of the baptismal certificate if the child was not baptized at Saint Agnes Church.

AGE OF ADMISSION POLICY

Children who turn five years of age no later than August 31, 2018, following the opening of school may enroll in kindergarten. Children who turn six years of age no later than August 31, 2018, following the opening of school may enroll in first grade. Exceptions for early entry into kindergarten or first grade may be considered for students who turn five years of age (kindergarten) or six years of age (first grade) on or between September 1, 2018, and October 1, 2018, and who meet the early entrance criteria.

Early Entrance Criteria:

1. Verification of date of birth
2. Written request by the parent or guardian for early entry submitted to the school principal by June 1 prior to the date of the requested entrance
3. Successful completion of a Diocesan-approved standardized test
4. Available space in the school
5. Best interest of the child

Admission Policy

Admission to Saint Agnes School is based on the following:

1. All families with children presently enrolled in school
2. Registered active parishioner, including regular Mass attendance, financial support of both school and parish, active support via school service hours program
3. Registered parishioner, including regular mass attendance; financial support of both school and parish
4. Non-parish family

Admission of Students with Exceptional Needs

Saint Agnes School is committed to inclusive education and offers the following special education services:

- Interventions (academic and behavioral supports and instruction)
- Speech Therapy (through Kenton County School District)
- School Counseling (through Catholic Charities site-based counseling program)

Saint Agnes School recognizes that inclusion is a process. It involves the ability to communicate with a group of learners with diverse needs. Inclusion is a philosophy of teaching that relies on the abilities of educators to promote an environment that respects and reverences the rights of all students to learn in regular education classrooms in Catholic schools.

Children with exceptional needs requiring special modifications or accommodations will be included in the educational program of Saint Agnes School unless it is determined, after a thorough review as outlined in Diocesan guideline G6510, that their needs cannot be adequately met.

While Saint Agnes School does have an academic support program that assists in implementing curriculum accommodations and modifications, resources are still limited. A student's learning needs will dictate the school's decision to grant admission. Preference will be given to parish children with exceptional learning needs.

Initial enrollment would be granted on a tentative basis with the understanding that in the event the exceptional needs of the child cannot be reasonably accommodated by the school, the custodial parents or guardians will agree to enroll their child in another school system which can accommodate the special needs of exceptional children.

Tuition

The school tuition rate is set annually, prior to the start of the new school year for the Saint Agnes parish families and non-parish families. Each school family is required to set up an account on the FACTS website for tuition collection. The FACTS program is used for tuition collection and accounting.

Tuition assistance may be offered based upon receipt and approval of a financial aid application. Parishioners may apply for assistance once they have been members of the parish for one full year. The application for tuition assistance is made available through FACTS Tuition Management System each spring. Dates for application for financial aid are announced by the principal. The application should be completed online by the designated due date for possible tuition assistance.

School Tuition Payment Policy P3500

Saint Agnes Parish and School are committed to providing a quality Catholic education to all. We recognize and appreciate the sacrifice that school families make to send their children to a Catholic School.

Therefore, Saint Agnes offers a variety of tuition assistance programs to help make your investment in a quality Catholic education more affordable. However, it is important to note that school tuition alone does not cover the cost of educating your child(ren) for a school year.

Saint Agnes Parish contributes a significant subsidy for each student to help offset the cost of their education. It is our commitment to you to continue providing quality education with fiscal responsibility.

In order for the school to continue to provide a quality Catholic education, it is necessary for the school to meet its own financial obligations. Toward that end, the following School Tuition Payment Policy has been adopted:

(Revised 2015-2016)

1. It is the obligation of every family with children attending Saint Agnes School to remain current with regard to tuition and fees incurred prior to, during and following a school year. "Remaining current" is defined as being paid in full on or before the date on which payment is due.
2. If payment remains unpaid for thirty (30) days beyond the due date, the Parish Business Manager shall send a delinquency notice. The family has the responsibility to respond to the notice and provide reason for delinquency.
3. After receipt of a delinquency notice, the family shall have fourteen (14) days to either satisfy the outstanding balance, including all applicable late fees, or provide a mutually agreed upon plan of action to the Parish Business Manager to satisfy the outstanding balance.
4. For families who remain unresponsive with the Parish Business Manager, providing neither payment nor a payment schedule, student attendance may be suspended.

Students may not be permitted to return to school until balance is satisfied or a mutually agreed upon payment plan is confirmed in writing with the Parish Business Manager.

5. Students from families with outstanding balances, who have not communicated with the Parish Business Manager and/or have not complied with an agreed upon payment plan, shall:
 - a. Not receive report cards or transcripts;
 - b. Not be permitted to register for the following school year;
 - c. Lose priority registration placement privileges;
 - d. Be transferred to the class waiting list;
 - e. Not be added to a class list.
6. Priority placement for determination of selecting and admitting students from the class waiting list shall be determined by the following:
 - a. Level 1: Registered active parishioner, including regular Mass attendance; financial support of both school and parish; active support via School Service Hours program.
 - b. Level 2: Non-parish school family; active support via School Service Hours Program
 - c. Level 3: Registered parishioner with no school or parish involvement; non-parish family with no school involvement

*Families on the same “level” will be determined on a first-come, first-admitted basis.

* Status for “active parishioner” may be considered for extended family members.

Fees

Registration and other fees are established each year. Currently, there is an initial \$60 registration fee to attend Saint Agnes School. An annual re-registration fee of \$30 is required from each existing school student to reserve their spot for the following school year. That fee is applied to the school fees.

Student fees are added into the expense of tuition. Each student pays the same student fee. The fees allocated for the 2018-19 school year are:

Technology	\$77.50
PTO Fund	\$ 7.00
Classroom Supplies	\$52.00
Textbooks	\$90.00
Diocesan Administration Fee	\$24.00
School Counselor Fee	\$68.00
Copier Services	\$21.00
Library Services	\$ 5.50
Testing Materials	\$ 5.50
Field Trip Bus Fee	\$13.00
School Management System	\$11.00

Fees for damaged and/or lost books must be paid prior to receiving the final report card.

Withdrawals

Students withdrawing from Saint Agnes School for any reason should notify the school office at least two days before the student leaves. A request for records from the new school must be sent to Saint Agnes School before any records regarding the individual student will be released. Tuition and fees must be current at Saint Agnes School before student records will be released to another school.

Arrival Procedures

The safe arrival and departure of students at Saint Agnes School is a high priority. Cooperation from faculty, students, and parents, in following these procedures is essential. The school day is from 7:45 a.m. until 2:45 p.m. for all students in grades kindergarten through eighth.

- Students are to enter school through the cafeteria doors on Mulloy Drive in the morning. Doors open at 7:15 a.m. We ask parents to pull up to all three sets of steps and keep cars outside the yellow safety zone. Students should be prepared to depart the car when the traffic flow stops along the yellow safe zone line, so as not to delay other cars. Please do not pass cars unloading children. Safety is our first concern.
- The cafeteria doors are open from 7:15 a.m. until 7:45 a.m. Students enter school through the cafeteria doors unless they are tardy. All school doors are locked at 7:45 a.m. Students arriving after 7:45 a.m. must use the front doors and report to the office for a tardy slip.

Dismissal

At the end of the school day, students who walk home from school will be dismissed first and must walk carefully and be aware of the traffic at this busy time. All students who must cross Sleepy Hollow Road should use the help of the crossing guard. Students should respect neighbors' yards and properties and use sidewalks where available.

Bus riders will be led to the bus when called.

Car riders will be dismissed from the back of school. During dismissal, cars line up on Mulloy Drive facing west (towards Old State Road) and follow the traffic flow as directed by school staff.

For security reasons, parents should not pick up students in cars in front of the church or on neighboring streets. Students who ride home in cars, should be picked up in the car line on Mulloy Drive.

If students are not involved in an after-school activity and not picked up by 3:15 p.m., parents are subject to pay \$1 for each minute a student waits.

Delay of School

If a delay of morning arrival has been issued, please adhere to the directions given through a phone blast, e-mail, local media, and Saint Agnes School social media. Delays could be one-hour, 90 minutes, or two-hours. If a delay has been issued, an announcement stating when the school will be open for student supervision will also be made.

Weather Emergency Days

In the event that the school day is cancelled because of inclement weather, parents will be notified through a phone blast, e-mail, local media, and Saint Agnes School social media. Every attempt will be made to make this decision as early as possible.

In the case of a severe weather warning, such as the threat of a tornado, school dismissal may be delayed. Again, every attempt to communicate a delayed dismissal will be made to parents.

Weather emergency days may need to be made up on the school calendar.

No Bus Service Days

If it is necessary to cancel bus service for inclement weather, bus repair, etc., parents will be notified as soon as possible. Generally, a phone blast, e-mail, local media, and Saint Agnes School social media will notify you. In case of an emergency, every attempt will be made to notify the parents.

If bus service is not able to provide service on a school morning, Saint Agnes School will attempt to provide service in the afternoon. If bus service is not possible, parents will be notified as soon as possible.

In the event that one bus could not run, extra trips with the available bus may be made. In any case, your child will always be supervised at school until they can be transported.

Attendance

Attendance at school is very important for the progression of learning. Parents should see that their child's attendance at school takes priority over all other activities. Regular attendance and promptness are vital for successful progress. Parental insistence on attendance also underscores the value of education. Parents are strongly discouraged from taking their child out of school for any reason other than family emergencies, illnesses, or funerals. In these circumstances, the student may make up assignments and take tests after the child returns to school.

If work is provided to students prior to leaving for an extended period of time it is required to be turned in the day the student returns. Teachers are not obligated to prepare individual lessons or gather work ahead of time for a vacationing student. Students should be responsible for making sure they receive and complete all work missed due to absence. Assignments missed due to absence must be completed within the time designated by the teacher.

Students who achieve perfect attendance during the school year will be recognized at the conclusion of the year. Perfect attendance includes not having any tardies.

Absences

Parents should either call the school office (859-261-0543) or e-mail the school office (office@saintagnes.com) by 8 a.m. on the morning the child is absent. Homework requests for the student should be made at this time.

A physician's statement may be required on return to school after an extended illness (over five days) or for poor attendance patterns. If a student accumulates eight unexcused absences during a school year, a conference will be necessary with the parent, teacher, and principal, to discuss the student's educational needs and to establish a probationary plan for the student.

If a student cannot participate in outdoor recess, a written note stating the reason is required. Frequent or extended non-participation during outdoor recess may require a physician's statement.

If a student cannot participate in physical education class, a written note is required stating the reason for being excused from participation. It is understood that students may be asked to participate in an adaptive form of physical education as determined by the P.E. teacher. Frequent or extended non-participation from physical education will require a physician's statement.

Tardiness

Prompt arrival at school each day is expected of all students. It disrupts students, teachers, and lessons when students are consistently tardy. Students should have their backpacks emptied and be ready to begin the day when the bell rings for prayer at 7:45 a.m. Students are tardy when arriving in the classroom after 7:45 a.m.

Excused tardies may include doctor and dentist appointments, medical illness, and funeral attendance. Unexcused tardies may include vacations, oversleeping, transportation issues, and weather-related tardies.

The student who is tardy must report to the office prior to entering class. Four unexcused morning tardies may result in thirty minutes of make-up time before school on an assigned day. Six unexcused tardies will result in a Friday afternoon detention. The eighth unexcused tardy will result in a conference where a probation plan will be established.

Students are counted tardy and absent in the following manner: arrival before 9:45 a.m. is a tardy and after 9:45 a.m. is one-half day absent. Leaving before 12:45 p.m. is one-half day absent and after 12:45 p.m. is a tardy. Tardiness affects perfect attendance.

Leaving during School Hours

If a student must leave school during the school day, a parent or legal guardian must send an email or note to the school stating the time and reason the child must leave. The student will always be dismissed from the school office, and the parent or guardian will complete the sign-out sheet in the office.

A student who leaves school for any amount of time will be considered absent or tardy depending on the amount of time away from school. This will include illness, medical, dental or other appointments for which a student leaves and returns to school.

A student who is not in school for any reason during any portion of the school day is considered absent for the purposes of perfect attendance.

No student may leave the school premises at any time during the school day without the permission of the school office staff.

Custody

The school office needs, in writing, any information regarding custody and visitation rights. Unless the school has documentation to the contrary, the school will respond to only the custodial parent. Kentucky law provides that “the custodial parent may determine the child’s upbringing including his/her education.” Legal counsel has advised that the non-custodial parent may have access to the child’s records under one or more of the following conditions:

- access is granted by divorce decree;
- the custodial parent has given permission for limited or total access to the child’s records;
- a court order has been issued granting access to the child’s records to the non-custodial parent.

Documentation granting or refusing access to the student’s records will be kept in the school office.

Academics

Saint Agnes School is accredited by the Non-Public State Accreditation Program of Kentucky and meets the curriculum requirements set forth by both the state and the Diocese of Covington. The accreditation process is conducted every five years and reviewed every year.

Report cards are distributed electronically four times a year. Parents are encouraged to contact the teacher when concerned about the student’s progress. Parents have access to their child’s grades through the Sycamore Education School Management System (<https://app.sycamoreeducation.com/index.php?schoolid=3292>). A formal parent/teacher conference will be held at least once a year. On that day, students are dismissed early, and teachers are available for afternoon and evening conferences. Teachers or parents may request conferences throughout the year as the need arises.

Homework

Homework is important. It is an extension of the learning presented in class. It can provide opportunities for practice and drill, independent study, research, and creative thinking. Parents can help by arranging a quiet and comfortable place for the student to work and by assuring completion of assignments. Any work not completed is subject to penalty according to the classroom rules. Late assignments due to sickness are exceptions. The amount of homework varies according to the grade level, the nature of the assignments, and the ability of the student. Every attempt is made to see that the amount of time spent on homework is reasonable. Please consult with the teacher if you observe, over an extended period of time, that your child is spending an excessive amount of time on homework or if your child claims he or she has none.

Grading Scale

The grading scale varies according to the grade level of students.

In grades kindergarten, one and two – E, G, S, N, P, are used to define progress
(E = excellent; G = good; S = satisfactory; N = needs improvement; P = problem area)

In grades 3-8 – A, B, C, D, F are used:
(A = 93 – 100, B = 85 – 92, C = 75 – 84, D = 70 – 74, F = below 70)

Promotion

After the four quarter grades are averaged, any student who has achieved an average no lower than 70% in the major academic subjects will be promoted to the next grade level. Students who have an average of 70%-74% will be encouraged, or required, to secure tutoring by a certified teacher in those subject areas. Any student receiving a percentage below 70% must attend summer tutoring and receive a grade, that when averaged with the four quarter grades, achieves a passing grade for that subject. Any student in grades five through eight receiving a percentage below 70% in two or more subjects after each of the four quarter grades are averaged may not be promoted to the next grade level and will be reviewed for the feasibility of returning to Saint Agnes School for the next school year.

Educational Trips

Throughout the school year, teachers will design educational trips to be an extension of the classroom curriculum. Despite the value of such excursions, students do not have the “right” to participate in field trips. Appropriate classroom behavior and a signed permission slip are necessary to allow a student to accompany the class on a trip. No student will be permitted to go on a field trip or leave the school grounds for any educational trip without the written permission of parent or guardian. For some field trips a bus fee will be required.

Any student with three behavior detentions may not be permitted to participate in class field trips. Other exceptions for not attending field trips will be made by the principal.

Teachers will contact parents if the trip requires additional chaperones. Chaperones for field trips must be adults who are in compliance with the *VIRTUS* safe environment policy. Information for *VIRTUS* compliance can be found on the school website. Chaperones for field trips may not bring students’ siblings.

On the occasion that volunteer drivers are needed for a field trip, the following requirements must be met:

- Each driver must be properly licensed and insured.
- Each driver will be given a list of students in his/her care.
- In case of an accident, the driver must see to the physical safety of each passenger,

- notify the police & the principal, and seek emergency care immediately. The driver's insurance company must be notified as soon as possible.
- The driver must be VIRTUS-trained and complete a criminal record background check.

Testing

Saint Agnes School participates in the achievement and cognitive skills testing of students that are conducted three times per year through MAP testing, as recommended by the Diocese of Covington Catholic Schools Office. MAP testing is a computer adaptive test, which means every student gets a unique set of test questions based on responses to previous questions. MAP covers reading, language usage, and math. Results are reported to parents. The Kenton County School District may provide special screening services and possibly educational testing for students in non-public schools when they are referred by the parents, teachers and/or principal. Parents may refer their own child to be tested by calling the Kenton County Board of Education or contacting the principal or academic support coordinator. If you have questions concerning this, please talk to your child's teacher, principal, or academic support coordinator.

Curriculum

Saint Agnes School offers a strong, basic skills curriculum. Direct, individualized, and group instruction, and a wide variety of learning techniques are used to accommodate the student's learning styles. Kindergarten implements this design in a self-contained classroom situation with various activities and learning centers. Grades one through three are mostly self-contained, but implement some departmental work within the grade level. Grades 4-8 are organized in a departmental program. Textbooks and materials for each curriculum area are reviewed and re-adopted on a regular basis.

Religion

The mission of our Catholic faith is to spread the Good News of the Kingdom of God. The faculty, staff, and parish staff work together to teach scripture, prayer, sacraments, commandments, and creed. The religion curriculum includes faith development, prayer, service, and mission awareness. The faculty strives to make religion more than a subject to be taught and learned, but also a lifestyle to be lived.

Students are prepared for the sacraments of Reconciliation and Eucharist in the second grade and Confirmation in the eighth grade. Meetings with parents of students from each of these grades are held prior to each Sacrament. It is mandatory that a parent or guardian attend each meeting. There is an opportunity for each student to receive the Sacrament of Reconciliation during Advent and Lent and to participate in weekly liturgies and prayer services throughout the year.

Language Arts/Reading

The language arts subjects of reading, writing, grammar, spelling, and spoken language are taught to emphasize the importance of self-expression through written and oral communication, as well as an appreciation and understanding of great literature. The reading curriculum is developed sequentially to ensure a positive and successful formation of reading skills for each student. Grammar and spelling are enhanced by daily oral language activities. Opportunities exist in each grade for various styles of writing techniques and composition. Programs such as Accelerated Reader and DEAR ("Drop Everything and Read") enhance the reading curriculum.

Handwriting

Good form and neat, legible handwriting is stressed beginning in second grade. The students should take pride in their work. Illegible or sloppy work may not be accepted.

Math

The math curriculum is designed to provide students with understanding and usage of basic mathematical concepts, computation, and reasoning. The students are tracked in ability levels for math beginning in the third grade. Seventh and eighth grade students have an opportunity to study pre-algebra and algebra based on mathematical ability and performance.

Science

The science curriculum is designed to introduce the students to the methods of investigation, discovery, and observation that lead to logical conclusions in physical, life and earth sciences. Saint Agnes School has a science lab and many science materials that provide hands-on science

experiences that complement the textbook curriculum. The 7th and 8th grades participate in an annual science fair.

Social Studies

The social studies curriculum is an integrated study of history, geography, economics, anthropology, sociology, and political science. This interdisciplinary approach will assist the student to strengthen innate concepts and develop new insights about cultures, governments, societies, people and their families. The application of history, civics, and geography concepts provides opportunities to analyze, inquire, and solve problems.

Music

Students in kindergarten through sixth grade participate in a weekly music class. Students experience the musical elements of singing, listening, using instruments, and performing. Each grade level has an opportunity to perform in a musical and/or performance planned during the school year. Seventh and eighth grade students have a weekly lesson and are instructed in note reading, composition and keyboard. Students also have the opportunity to participate in the music ministry at weekly liturgies.

Physical Education

The physical education curriculum is designed to provide opportunities for the student to learn and practice sports-oriented and recreational activities and skills leading to positive physical, emotional, and social growth. The curriculum includes exercises, learning activities, and games.

Art

The art program teaches students the different elements of art, such as line, shape, color, texture, balance, etc. These elements are taught through a variety of art media. Students will also be exposed to art history. An art show of student work is held each school year.

Computer Technology

Students use computers and software to do electronic research, projects, and process writing, and for enrichment and reinforcement of their learning. There are computers for use by students in the computer lab, library, and classrooms. Much of the work for the primary students in technology classes involves simple keyboarding skills and word processing and other activities to enhance their learning. In grades 4-8, students are encouraged to use the computers as tools for greater learning. All students have weekly technology classes.

Foreign Language

Spanish is the foreign language that the students in grades K-8 are taught at Saint Agnes School. Students are introduced to vocabulary, language expression, customs, history, and activities that excite the students to learn about the language and the culture.

Library – Media Center

Students in grades K-5 have scheduled class time to use the media center weekly. They may also use the media center with permission from the classroom teacher or librarian at other times during the school day. Students may borrow books from the library. Books may not be borrowed if a student has an overdue book. Book fairs are held for students to purchase books and support the library.

Student Support Services

Counseling

The school counseling program is contracted through Catholic Charities of the Diocese of Covington. The school counselors offer individual counseling that enables students to better understand self, peer pressures, differences in families, and good decision-making. The school counselors also will periodically offer group activities at various grade levels.

Academic Support

Saint Agnes School has an extensive academic support program to assist all learners. Students who are experiencing difficulties with curriculum, study skills, or general areas of learning may be helped by attending classes in the academic support classrooms. If you have questions about your child's learning patterns, learning styles, or other concerns, contact the teacher or school administration.

Speech and Educational Testing

The Kenton County Board of Education offers speech therapy and an educational evaluation for those students who have a need. Parents, teachers, or the school administration may refer a child for these services. Saint Agnes children will be accepted into these programs according to the same criteria as those children attending the Kenton County Schools.

Books and Supplies

Students in grades two through eight will receive an assignment notebook as a means to record assignments and stay organized. All hardbound books are rented from the school and should be covered at all times. Parents are financially responsible for any damage and/or loss of books. Students are encouraged to carry books in a waterproof book bag. Lockers are provided for students in grades seven and eight. These lockers are the property of the school and can be searched randomly at the principal's discretion.

Student Records

Saint Agnes School maintains all student records. These records reflect your child's educational experience as well as a useful planning tool for the future. Provisions of the Family Education Rights and Privacy Act of 1974 control access to this information. The release of student record information beyond educational purposes of the school can only be done with the consent of the parent or legal guardian. After a parent has signed the Release of Records form, Saint Agnes School will forward educational records to the school in which a student has requested admission.

Communication

The best educational atmosphere is one in which the parent, student, teacher, and administrator work and complement each other. The commitment of the faculty and administration is to work in a constructive, professional manner for the success of the children. Lines of communication between all members of our educational community need to be open and direct, and they operate best when handled swiftly and confidentially. Parents are asked to call the school office, write a note, or send an e-mail to contact a staff member. The private phone numbers of the teachers will not be given out from the school office.

1. Communications from the school office, PTO, etc. are communicated through e-mail via school addresses.
2. The school maintains an updated website with multiple links of school information.
3. Visiting the school website frequently is strongly encouraged.
4. A weekly newsletter is completed each Wednesday and posted on the school website.
5. Those families without internet connection should notify the office for a hard copy of all communications.

If a problem arises or there needs to be clarification about a classroom issue, the parents are asked to speak directly to the teacher first. Should the problem remain unresolved, the parent may contact the principal. If a problem still remains unresolved, only then should the pastor be involved.

Parents who would like to conference with the principal, teacher, or other staff member, may call the school office or e-mail for an appointment.

Discipline and Appropriate Conduct

Discipline is fundamental to a successful life and essential in the educational setting. The faculty and administration at Saint Agnes School expect the best behavior from all students. Rules for classrooms, halls, restrooms, cafeteria, and playground are designed to ensure a safe and educational school day. Violence, threats of violence and simulations of violence will be taken as serious violations of the discipline and safety policies of the school. In all aspects of discipline, our goal is to act in a Christian manner characterized by fairness and compassion.

Teachers are individually and personally responsible for the training of their own classes and for the overall discipline in the school. They will explain the school discipline program at the start of the school year to all students. In addition, each teacher may have specific classroom rules. Students' best behavior is manifested in an atmosphere of mutual respect and trust.

General Codes of Conduct

Halls	A quiet atmosphere is required during the school day. Walk or stand in line in single file. Walk down stairs on the right side. Keep hands and feet to oneself at all times. Respect work that is displayed in the halls. Hold doors for one another.
Classroom	Respect self and others. Respect personal, school, and student property. Arrive prepared for class. Stay seated and work quietly if the teacher leaves the room. Be courteous. Speak at appropriate times. Work to the best of one's ability.
Cafeteria	Refrain from sharing food or drink with other students. Eat lunch in conversational tone and remain seated. Refrain from pushing in line. Be respectful of others when serving oneself during lunch. Clean up eating area when finished (table and floor). Be polite to the cafeteria workers.
Uniform	Maintain neat appearance at all times. Comply strictly with the uniform policy in this handbook.
Restrooms	Flush the toilet and wash hands after using the restroom. Keep area clean and free of litter. Return to class quickly and quietly. Report any damage or maintenance needs immediately to the teacher.
Church	Be reverent and respectful at all times.

Participate in prayers and songs.
Be attentive to the readings, the homily, and the service.
Walk in an orderly manner to and from church.

Playground Play cooperatively - without rough play.
Respect playground equipment and grounds.
Keep within the designated areas.
Line up in single file at the end of recess.
Keep silent upon entering the building.

Dismissal Pack up backpack, coat, and belongings.
Listen attentively to announcements.
Remain seated until called to leave.
Walk quietly through hallways and stairwells.
Follow directions of teachers on duty.

Bus Conduct The right of all students to ride the bus is dependent on their proper behavior and observance of the rules and regulations. Any student who fails to comply with the regulations will jeopardize his/her chance to ride the school bus.

- The driver is in full charge of the bus and the students on it; therefore, the students must obey the driver immediately as the directions are given.
- Students are to be on time. The bus cannot wait for those who are late.
- Students must remain seated at all times unless getting off the bus or instructed otherwise.
- Students must be respectful of the bus property. Littering, marking or destroying seats, or any defacement of property is unacceptable.
- Students may talk calmly to those near them, refrain from loud shouting or noises as to distract others, and must be respectful of their classmates.
- Hands and arms must be kept inside the bus at all times.
- There should be no eating or drinking on the school bus.
- Seats may not be “saved” on the bus.

Harassment and Bullying

Saint Agnes School is committed to providing a safe, positive, productive, nurturing and Christian environment for all of its students. Therefore, we do not condone any form of harassment, which includes, but is not limited to, what has become commonly known as “bullying,” in our school, on our parish grounds, or among our students outside of school.

“Harassment” is defined as conduct intended to make another person feel uncomfortable, unsafe, and/or prevents students from learning or enjoying the school environment. Harassment, whether at school or off-campus, can take many forms. Harassment can be physical, verbal, and/or nonverbal.

The following are procedures for addressing allegations of harassment. All claims of harassment shall be dealt with in a manner appropriate to the age of the student(s) involved.

1. If the situation warrants or the harassment occurs, the offended student is encouraged to first ask the harasser to stop.
2. If there is the possibility of harassment or the harassment occurs multiple times, the offended student should report the incident to a teacher or any member of the school administration immediately, or as soon as the situation permits. The students may be asked to report this in writing. Once notified, teachers and/or school administrators may choose, at their discretion, to call individual and/or group meetings with the students involved to discuss the situation and to determine whether any additional action should be considered. Parents of both parties will be notified.
3. If warranted, the teacher, principal, and/or school counselor may initiate an investigation of the complaint, including meeting with all involved parties.
4. Based on the results of the investigation, the principal may report to the parents of all students involved in the incident an opinion and conclusion as to whether the harassment occurred as well as other relevant information. A conference may be set up to further discuss the incident if the parents and/or principal desire it.
5. The principal, at his or her discretion, and with the consultation of teacher(s) and/or counselor(s), will decide what, if any, disciplinary action is warranted. Advice from the pastor may also be obtained before a decision regarding disciplinary action is given.
6. Disciplinary action for students may include, but is not limited to, the following consequences:
 - Behavior violation
 - Written apology to offended student
 - Meeting with parents and student to discuss the incident and set up a behavior modification program
 - Deprivation of school activities
 - Behavior detention for the harassment incident(s)
 - Counseling may be recommended or required for continued enrollment
 - Possible in-school suspension
 - Possible out-of-school suspension
 - Possible expulsion
7. Proven evidence of harassment shall be recorded in the students' permanent records. The inclusion of minor incidents shall be retained as determined by the school principal.
8. Guidance may be provided to all students, and their parents, involved in the incident(s). Teachers, school administration, and/or a school counselor can provide general information on how to communicate with a child who has been harassed.

As stated above, the term "harassment" is broad in scope and takes many forms. One form of harassment is bullying. Bullying typically has four components:

- Bullies have unequal power over their targets. They may be bigger, more influential, have group backing, or some other advantage over the targeted person.
- Bullies intend to harm, humiliate, or embarrass their targets. "Intent" may include situations in which a bully should have known that his or her conduct was likely to harm, humiliate, or embarrass the targeted student.

- Bullies repeat their bullying behavior.
- The victim of bullying sees the actions of the bully as unwanted.

One or more students may be deemed to have participated in the bullying if they suggest or encourage the bully to engage in questionable behavior. Bullying is not always physical. A bully may assemble a group of students to target another student and humiliate, isolate, or embarrass the victim. We believe it is the responsibility of each student at Saint Agnes School to behave in a manner that does not threaten, interfere with, or deprive students of their right to an education. We also believe that the expected behavior of the students of Saint Agnes School is a combination of common courtesy, respect for others, and safety considerations.

Saint Agnes School reserves the right to discipline students for off-campus conduct which, based upon the process set forth above, is determined by the school to have been intended to make another student feel uncomfortable or unsafe while at school, and/or to prevent students from learning or enjoying the school environment. The administration also reserves the right to use discretion in determining the appropriate consequence(s) in individual harassment and bullying situations.

Plagiarism

Plagiarism is defined as taking someone else's work or ideas and passing them off as your own. At Saint Agnes we want to encourage our students to put forth their best effort while discouraging them from plagiarizing an assignment. Students should quote copied text and give credit to the original author through the use of either direct or indirect quotes. If a student is unsure about a question of plagiarism, they should consult their teacher before submission. Students who are caught plagiarizing, blatantly or accidentally, may receive a grade reduction for the submitted assignment and a detention at the principal and teacher's discretion.

Discipline Code

In an effort to guarantee your child and other children the excellent learning climate that they deserve, we have developed a system of discipline that is based on class rules, rewards, and consequences. The following is a summary of the Saint Agnes School Discipline Program:

Wildcat Cards (Grades 2-5)

Each student in grades 2-5 will be given a Wildcat Card at the beginning of each grading quarter. These cards will be used to record the student's behavior and responsibility. The homeroom teacher will keep the cards for students in grades two and three.

The students in grades four and five will be responsible for keeping their cards with them at all times. Each card will address the following areas:

- Responsibility issues (arriving to class on time, being prepared, etc.)

- Behavior issues (respecting others, silence when appropriate, cooperation, refraining from fighting, etc.)
- Communication issues (notes between parents and teachers, dress code)

Wildcat Cards are a means of communication between school and home. The categories listed on the Wildcat Cards are responsibility, behavior, and communication.

In the event that an infraction occurs in any of the above areas, it will be recorded on the card. Students who receive five infractions during a grading quarter in the responsibility category on the Wildcat Card will be assigned to an hour of study skills workshop after school on an assigned day. Students who receive three infractions in the discipline area (grade 5) or five infractions (in grades 2-4) will be assigned to an hour detention on a Friday afternoon. The Wildcat Cards will be sent home on Wednesday for parent review and signature. A lost or misplaced Wildcat Card may result in an automatic detention. Wildcat Cards are discarded and new Wildcat Cards are issued at the beginning of each school quarter.

Middle School Discipline Form (Grade 6-8)

Students in grades 6-8 will be issued a discipline form filled out by a school staff member when a violation occurs in one of the following areas:

- Responsibility
- Behavior
- Uniform
- Chromebooks

The form is in a triplicate-carbon format. After the form is filled out, the school office receives a copy, the homeroom teacher receives a copy, and the student takes the form home, has a parent/guardian sign it, and returns it to the homeroom teacher on the following day. If the student does not return the parent/guardian-signed discipline form by the following day, the student receives a signed form under “responsibility” for each day the form(s) is not signed and returned to school.

Behavior Detentions

A behavior detention will be treated as a serious matter. Parents will always be notified of detentions. At the time of the second behavior detention, a conference will be held with the student, teacher, parent, and principal. The student may lose the right to participate in class field trips if he/she has received three behavior detentions. Future behavior detentions will result in a discussion of student suspension and/or possible expulsion.

In grades 6-8, the following procedure will be followed for discipline forms:

- The first, second and third behavior detentions will be a Friday afternoon detention from 2:45-3:45 p.m. A parent/teacher meeting will be scheduled at the time of the second detention.
- After the third detention, the 6th-8th grader may not be permitted to go on field trips with the class. Any exception to this is rare and made only by the principal.

- The fourth behavior detention may result in suspension.

When a student earns three violations (responsibility, behavior, uniform, Chromebooks), the student will be assigned a behavior detention. Failure to show up for a scheduled detention will result in another detention issued.

The teacher has the right to infer consequences for any physical or other serious incidents. The principal has the right to infer automatic suspension or detention for any serious one-time incident or a series of repeated incidents. The principal is the final arbiter in all disciplinary situations and may waive a disciplinary rule for just cause. Examples of unacceptable behavior that could lead to a suspension or expulsion are:

- Consistent disrespect to authority
- Uncooperative behavior
- Fighting, harassment, bullying
- Stealing, lying, or cheating
- Profanity or obscenity
- Gambling
- Use or possession of tobacco products, alcohol, or illegal drugs anywhere on school premises
- Disorderly conduct
- Assault
- Destruction of property
- Possession of weapons or other harmful materials
- Consistent disregard for any school rule

Students should behave in school and cooperate because it is the right thing to do and the best thing for their education. Often the students who are cooperating and putting forth their best effort get lost in the shadows of those who are not. In an effort to see that this doesn't happen, we have designed quarterly rewards to recognize students with unmarked cards.

Electronic Items

Students are not permitted to bring electronic games or devices, individual CD players, laser pointers, or expensive items to school. With permission from faculty or the building administrator, students may bring electronic readers, Kindles, or tablets for reading purposes only. The student is responsible for the proper use and safety of their items. The school will not be responsible for lost, broken or stolen items.

Cell phones are not permitted on a regular basis. If the need arises for a student to bring a cell phone for an after school activity, the students in grades five and below must turn the power off of the cell phones and place them in a basket in the school office before going into the classroom. Students in grades 6-8 must turn the power off of the cell phones and place them in an assigned pouch in their homeroom. The student may retrieve it at the end of the day as he/she is dismissed. No cell phone may be used at school until 3:30 p.m. Students may not use

cell phones while waiting for the afternoon second bus trips.

Any confiscated items may be kept in the school office for two days. A second offense for confiscated items may be school possession in the school office for two weeks. The third offense for confiscated items may be school possession for the remainder of the school year.

Money

Students should not bring large amounts of money to school for personal use.

Gum

Students are not permitted to chew gum in the school building. Chewing gum in class is a deliberate action. There will be a \$3.00 fine each time a student is found chewing gum during the school day. The fine is due the following school day. This money will be dispersed at the discretion of the principal.

Drugs/Alcohol/Tobacco

Drug possession and/or being under the influence of any unauthorized controlled substance, drug, or alcohol is grounds for immediate consequences. The principal will meet with parents and other personnel to determine how each offense will be handled. These consequences may be include the following:

- Meeting with parents and student to discuss the incident and set up a behavior modification program
- Deprivation of school activities
- Behavior detention
- Counseling and other intervention program may be recommended or required for continued enrollment
- Possible in-school suspension
- Possible out-of-school suspension
- Possible expulsion

Elevator

Students may use the elevator only with permission from a teacher or staff member. Only one additional student may be given permission to ride with the student who was granted permission.

Weapons

Unlawful possession of a weapon on school property in Kentucky is a felony, punishable by a maximum of five years in prison and a \$10,000.00 fine.

Search and Seizure

Desks, lockers, textbooks, etc., are the property of Saint Agnes School and may be periodically checked by the teachers or the principal. A student's personal property can be searched based on reasonable suspicion or cause by the school administration.

Dress Code

School uniforms are provided by:

Schoolbelles

513-921-3417

859-581-3111

www.schoolbelles.com

The following is a comprehensive list of uniform and dress code expectations, based on student gender and grade levels, that all students are expected to follow:

Physical Education Uniform

The gym uniform is purchased from the school office, beginning in August, and is worn on the student's gym day. The uniform consists of shorts, sweatpants, and t-shirt. Girls may wear white, navy, or black, solid-colored, ankle-length tights or leggings under their gym shorts. Tights or leggings **must be worn** under their gym shorts during the second and third quarters. Only gym uniforms may be worn to gym class. Gym shoes must be worn. Gym t-shirts must be long enough to be tucked into shorts.

Grades K-8 - Girls

Grades K-5: Plaid jumpers (offered by School Belles)

Grades 6-8: Plaid skirt (offered by School Belles) –Skirts should be no more than three inches above the bottom of the knee cap.

Navy slacks – No jeans, Levis, corduroys, contrasting top stitching, monograms, labels, or low side pockets are permitted.

Navy shorts – Cut-off slacks may not be worn. Shorts are to only be worn during the first and fourth quarters.

*Please note that navy shorts and/or navy skirts are not part of the dress code.

Belts – Students in grades 3-8 must wear a navy blue, black, or brown belt with shorts and slacks if there are belt loops.

Shirts/Blouses – Girls may wear short-sleeve, white-knit shirts with the shorts or slacks. The blouse or banded white-knit shirt is to be worn with the jumper. Blouses are to be all white, plain, long or short-sleeves, with a round, pointed, or buttoned-down collar. All blouses or shirts must have a collar and be tucked into the shorts or slacks unless they are the banded white-knit shirt. Blouses and shirts may not have monograms or labels.

Sweaters – Any student may wear a navy blue cardigan, pullover vest, or sweater. These must be plain with no contrasting trim, no monograms or labels and no hoods. Velour is not permitted.

Sweatshirts – Only the Saint Agnes uniform sweatshirt may be worn. These sweatshirts are offered for sale in the school office.

Fleece Pullover – A grey Saint Agnes fleece pullover may be worn over the shirt or blouse.

* This is available through School Belles.

Saint Agnes Sweater – A grey Saint Agnes sweater may be worn over the shirt or blouse.

* This is available through School Belles.

Socks – All students must wear white, navy, or black socks. Socks may have simple logos and

simple stripes. White, navy, or black, solid-colored, ankle-length leggings may be worn by girls under shorts, skirts, and jumpers.

Shoes – Sturdy, flat-heeled dress shoes or gym shoes are to be worn by all students. Shoes should fit well and have enclosed toes and backs. Non-dress shoes must have laces or Velcro and must be tied. Boots may not be worn. Shoes may not have distracting features, such as lights, wheels, etc. Students may not wear flip-flop type-shoes.

Grades K-8 - Boys

Navy slacks – No jeans, Levis, corduroys, contrasting top stitching, monograms, labels, or low side pockets are permitted.

Navy shorts – Cut-off slacks may not be worn. Shorts are to only be worn during the first and fourth quarters.

Shirts – Boys may wear light blue or white, long or short-sleeve knit shirts or dress shirts. All shirts must have collars and be tucked into the shorts or slacks.

Belts – Students in grades 3-8 must wear a navy blue, black, or brown belt with shorts and slacks if there are belt loops.

Sweaters – Any student may wear a navy blue cardigan, pullover best, or sweater. These must be plain with no contrasting trim, no monograms or labels and no hoods. Velour is not permitted.

Sweatshirts – Only the Saint Agnes uniform sweatshirt may be worn. These sweatshirts are offered for sale in the school office.

Fleece Pullover – A grey Saint Agnes fleece pullover may be worn over the shirt or blouse.

* This is available through School Belles.

Saint Agnes Sweater – A grey Saint Agnes sweater may be worn over the shirt or blouse.

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Socks – All students must wear white, navy, or black socks. Socks may have simple logos and simple stripes.

Shoes – Sturdy, flat-heeled dress shoes or gym shoes are to be worn by all students. Shoes should fit well and have enclosed toes and backs. Non-dress shoes must have laces or Velcro and must be tied. Boots may not be worn. Shoes may not have distracting features, such as lights, wheels, etc. Students may not wear flip-flop type-shoes.

Jewelry and Accessories – Visible body piercing, except the ear lobe, and visible tattoos, are prohibited at school. Only one non-alarm watch, ring, and thin necklace may be worn. Girls' earrings must be posts or small hoops. No large or dangling earrings are permitted. Boys may not wear earrings to school. Make-up is not permitted. Other distracting accessories may not be worn. Solid-colored nail polish may be worn by girls.

Hair – Students must keep their hair neat and clean and cut above the eyebrows. Distracting haircuts, colors, or styles that cover the eyes, hang on the neck, or are shaved with symbols are not permitted. Boys may not have hair that hangs on the neck. The principal has the ultimate judgment in what is an acceptable haircut.

Out-of-Uniform Days

There are designated occasions during the school year when students are not required to wear their school uniform. Clothes that are appropriate for school may be worn. Generally, students will be permitted to wear clean and pressed clothes with no offensive or inappropriate sayings or pictures. Inappropriate dress, including shorts that are too short or tight fitting, will result in students either calling home for other clothes or wearing used uniforms available in the office. Yoga pants and leggings may not be worn by themselves, and must be worn with gym shorts.

Students may not dye their hair or wear face paint or glitter on these days. The principal has final discretion on what is considered appropriate clothes for school on out-of-uniform days. "Spirit Days" will occur monthly. Students may wear a Saint Agnes top with either their gym shorts/sweat pants or uniform bottoms on these days. Girls may wear leggings or tights under their gym shorts.

Further details about out-of-uniform days are usually explained in emails to parents or in the school newsletter prior to the out-of-uniform days.

Birthdays/Parties

Student birthday treats may be brought to school with prior approval from the teacher. These treats should be peanut-free, simple, and easy to distribute. Balloons, flowers and other such items should not be brought or sent to school. Distribution of party invitations in school is not permitted at school or through "kid mail."

Room parents will help the teachers with parties and treats on the occasions of Halloween and Valentine's Day. Room parents should contact teachers for arrangements.

Parents may not bring in outside lunch for students for any reason.

School Pictures

School pictures are taken early in the school year. Information on cost and choice of packages will be sent home before the pictures are taken. Group pictures are also taken at First Communion and 8th Grade Graduation. A school yearbook is also available. Parents are under no obligation to purchase these pictures.

Emergency Drills

Fire, tornado, earthquake, and crisis drills are conducted regularly. Detailed plans for all crises and/or emergencies are provided for each teacher in the classroom safety packet. The teachers will make sure that the students understand what to do for each drill. Adults in the school building at the time of a drill are to participate in the drills. If an actual emergency should arise

during the school day, parents will be notified and given further instructions. It is of utmost importance that parents cooperate with the safety procedures designed for each emergency as stated in the Crisis Intervention Handbook for Saint Agnes School.

Safety

For the safety of our school community, all school doors are locked. Entrance to our school should be through the main entrance on Sleepy Hollow Road only. Security cameras monitor activities throughout the school building.

Visitor/Parent Registration

All visitors/parents entering our school are required to stop at the school office, sign in and out, and receive a visitor badge. Compliance with this rule will minimize classroom disruption and facilitate security in our school.

Health

Before entering kindergarten, the state requires that each student present a medical form from a physician and a valid Kentucky immunization form. A child entering our school from another school must have medical records forwarded from the previous school. In accordance with Kentucky law, students without proper immunizations will not be permitted to attend class.

Medications

Prescription medicines and over-the-counter medications (such as Tylenol, cough syrup, cough drops, etc.) may not be dispensed by school personnel without detailed guidelines being followed. There is a form available from the office that must be completed by parents. All medication is taken in the office. No medicine may be carried by the student while on the school grounds with the exception of an asthma inhaler, if necessary. School personnel must follow the following guidelines:

- Written permission of parent/guardian for distribution of medicine
- Medication must be labeled with:
 - Student name
 - Name of medicine
 - Dosage
 - Time medication should be given

Lice Policy
(updated August 2018)

Pediculus humanus capitis, more commonly referred to as head lice, infests people of all ages but is most commonly found in pre-school and school-age children. Head lice and nits, or lice eggs, are not a sign of poor hygiene but should be treated when present in a student.

Transmission of lice may occur by: wearing clothing, such as hats, scarves, coats, sports uniforms, or hair ribbons; using infested combs, brushes or towels; or, lying on a bed, couch, pillow, carpet, or stuffed animal that has recently been in contact with an infested person.

Treatment should be initiated as soon as nits and/or lice are found. Proper management involves not only treating the individual, but examining anyone to whom lice may have spread and treating those who are infested, and treating or initiating a two week isolation of all transferrable objects with which the infested person had contact. While nits are not matured until 6-12 days after they are laid, it is important that they are removed so they do not mature, as well.

When the evidence of lice or nits is found on a student enrolled in the school by school staff, the parents of the student will be notified and asked to pick the child up from school and be treated by a lice professional. After professional treatment, the child may return to school. The child is subject to being checked for lice and nits by an administrator or office staff member upon return after treatment and will not be permitted to return to school if lice or nits are found. If a parent/guardian finds lice and/or nits on a student, it is necessary for them to inform the school administration of the presence. The school administration will then take measures to inform the appropriate school community members without revealing the infested student's name.

It is highly recommended that lice professionals treat the child because studies prove that head lice are becoming increasingly resistant to the chemicals and pesticides (which potentially contain neurological toxins) commonly found in over-the-counter and prescription treatments. Not only are these treatments being proven ineffective, they also do not kill the nits. Most lice professionals kill both the lice and the nits and guarantee their services.

In addition to notification of the infested-student, all parents in the infested-student's grade level will be notified of the presence of lice and/or nits and will be informed by school administration of the presence of lice and/or nits in the classroom and how to look for lice and/or nits in their own children.

To prevent the spread of lice and nits, children should be taught not to exchange combs, brushes, clothing or blankets and pillows. School property such as towels, athletic equipment, and costumes should not be passed from child-to-child unless they are properly cleaned.

Emergency Information

In case of accident or illness during school, it is important for parents to keep the office informed of where they can be reached during the day. An emergency information card will be sent home during the first weeks of school to be completed by the parent/guardian. Please notify the office of any changes during the school year so that our emergency information remains current.

Illness

If a child is running a temperature or is ill in the morning, please do not send the child to school. If a student becomes ill during school hours, the office will contact the parents or guardian stated on the emergency card. In the event that the parent/guardian cannot be reached, the school will contact the next person listed on the student's emergency card. Persons appointed by the parents to pick up a student must be properly identified to the satisfaction of the school office personnel.

Accidents on the school premises will be reported promptly to the school office. In serious cases, an accident report will be filled out and placed on file, and the student's parents will be notified.

Lost and Found

All items lost or found should be turned into the school office. Lost items are placed in either the school office or on the lost and found table on the second floor of the school. Lost and found articles that are unclaimed will be donated to a community service program. Your child's name should be placed on all personal items at school.

Lunch

Saint Agnes School cafeteria participates in the United States Government School Lunch and Milk Program that is administered locally by the Catholic Schools Office. Students have the choice of a hot lunch or salad bar lunch with milk, juice, or water for \$2.85 per day on a pre-paid account. If your child brings a lunch, milk or juice may be purchased. Extra food may be purchased at a minimal cost, if the student's lunchroom account balance is current. Free or reduced lunches are available for students who qualify per written federal guidelines. If your child is eligible for a free or reduced lunch, an application provided during the first weeks of school must be completed and return promptly to the diocesan office. Menus rotate every six weeks and can be accessed on the Saint Agnes School website. Soft drinks, fast food, and glass containers are not permitted in the cafeteria during the lunch period.

Telephone

Students must obtain permission from a staff member before using the phone during the school day. Students and their parents are encouraged to communicate before the school day regarding after-school activities and permission to go home with another student. The school will always allow a student to call in an emergency or serious situation.

Transportation

School Bus

Saint Agnes School owns two school buses. Bus service is provided to the Fort Wright and Park Hills areas. All students, while being transported on the school bus, shall be under the supervision, control, and direction of the school bus driver and shall be subject to the discipline of the school bus driver and principal.

Bus Procedure

Students who ride the first bus trip in the afternoon will wait in their classrooms until the bus is announced and then proceed calmly to the bus area.

Students who ride the second bus trip in the afternoon will go to the cafeteria until their bus is called. A teacher is assigned to be with the bus group at all times. Students may not leave the premises without permission.

Car Riders

Parents who provide car transportation must exercise extreme caution during the arrival and dismissal of the students. Please respect the traffic pattern. Be alert to the crossing guards and walking children. Car riders should be picked up in the car line that forms on Mulloy Drive. For safety reasons, car riders should not be picked up in any other location. If car riders are not picked up at dismissal, they will wait in the cafeteria with bus students or will be taken to the school office. If late pickup becomes a problem, parents must make arrangements for afterschool supervision.

Use of School Facility

Students are not permitted on the school grounds at any time without adult supervision. Students will not be permitted to wait in the hallways of school for sports or play practice, late car rides, music lessons, etc., without adult supervision. Saint Agnes School is not responsible for supervision of students in any of these circumstances.

Student Opportunities

After School Program

Children, Inc., an independent childcare company, provides an after-school program for students in kindergarten through grade five for a fee. The program is held in the cafeteria and is supervised by personnel from Children, Inc., from 2:45 to 6:00 p.m. Parents may enroll their student(s) by calling (859) 431-2075. Children, Inc., does not offer this service on days when school is not in session. When school has early dismissal, the service will notify parents of their schedule.

Academic Competitions

Throughout the school year there are many opportunities for students in all grade levels to participate in various academic and artistic contests and/or competitions. Older students may participate in the Governor's Cup Program, Lego League, Math Counts, and other academic competitions. Students in grades seven and eight can compete in the Diocesan Academic Competition and various essay contests. Some participation is optional. Some may be required as part of the curriculum.

Athletics

The athletic program for Saint Agnes School is sponsored by the Saint Agnes Boosters. They provide the opportunity for our students to participate in various sport programs throughout the school year. The Boosters meet monthly and coordinate team formation, recruit volunteer coaches, schedule practice times, administer concessions, and distribute and collect team equipment and uniforms.

Student Council

The Student Council is comprised of student representatives from grades six, seven, and eight and is under the direction of a faculty member.

Liturgical Committee

Older students may be members of the liturgical committee of the school. They help with liturgies and various liturgies throughout the school year.

Children's Choir

Students in grades four through eight may be members of the student choirs. Practices occur once a week after school. A parish children's choir, under the direction of Bobby Fisher, is also offered weekly.

Scouts

Daisies, Brownies, Girl Scouts, Cub Scouts, and Boy Scouts are available. Volunteer parents are leaders. Information will be sent home at the beginning of school.

Servers

Boys and girls in grades six through eight may serve at parish and school Masses. Servers will be trained during their sixth grade year. During the seventh grade year, students who have been faithful serving at parish liturgies, will be recognized with the Diocesan Servers Award.

Parent Teacher Organization

The Saint Agnes Parent Teacher Organization (PTO) is an active and integral part of our school community. The PTO is an active organization of parent volunteers providing a variety of essential activities that support our students, teachers, parents, and school facility. Family dues collected with book fees enable all school families to participate. PTO meeting dates will be announced at the beginning of the school year. All parents are encouraged to become involved in this lifeline of our school. PTO committees provide specific needs for our school.

Board of Catholic Education

The Saint Agnes Board of Catholic Education is comprised of members of the parish who were nominated and selected from the parish community. The board is an advisory committee to the pastor, principal, and administrators of our CCD program, pre-school religion, and adult education programs. The board makes policies and supports these parish programs. Meetings are generally held the second Tuesday of the month, held at 7:00 p.m. in the school media center. The meetings are open for anyone to attend. Anyone wishing to have an item considered for the board agenda must submit the issue in writing and give it to a member of the executive committee of the board at least one week before the meeting. The executive committee determines agenda items for each meeting.

Volunteers

The Saint Agnes School Community is grateful to and recognizes the contributions of many volunteers who make our school a great place to learn and grow. Saint Agnes parents respond often and generously, and their interest makes Saint Agnes School a very special place. In order to serve as a volunteer for any school or parish group, the adult must be in compliance with *VIRTUS* and the diocesan and parish safe environment policies. Information concerning *VIRTUS* can be found on the school website or by calling the rectory office.

Service Hours

The Board of Education has recommended that every family contribute twenty hours of service (ten hours for separated families) to the school or parish annually to promote unity within our community and to help cut down costs for Saint Agnes School and Parish. For details about the Service Hour Program and suggestions for activities, information is available on the Saint Agnes School website.

Responsible Use of Technology

GENERAL INFORMATION FOR USERS of TECHNOLOGY

In the 21st Century Catholic schools are using new technologies, electronic resources, and internet access to enhance student learning and to provide a quality educational experience for all students. Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes. In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent/ guardian **annually** sign the attached Responsible Use of Technology Policy - User Agreement Form. The signed form must be on file at the school before internet and technology access is permitted. Signing the form indicates that the user will abide by the rules governing internet and other technology access as stated in this policy.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including internet, for educational purposes only. The school shall also provide training for students in the appropriate use of online behavior, interaction online on social networking sites, cyberbullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to copy, steal or borrow intellectual work, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. The user also agrees not to disrespect teachers by "multitasking" during class outside of a teacher's expectations. This may include but not be limited to engaging in emailing, chatting, doing homework, etc. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

USER RESPONSIBILITY (CONTINUED)

The user will be a responsible Digital Citizen by:

1. Respecting Yourself. I will show respect for myself through my actions. I will select online names, images, and avatars that are school appropriate. I will carefully consider what personal information about my life, experiences, experimentation, or relationships I post.
2. Protecting Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. Respecting Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas. I will obtain permission from a faculty member before taking pictures, video, and/or audio media. I also understand that attempting to gain access to another's account is prohibited. Especially egregious is attempting to gain access to a staff member's account.
4. Protecting Others. I will protect others by reporting abuse and by not forwarding inappropriate materials or communications.
5. Respecting Intellectual Property. I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by fair use rules.
7. Protecting the Network. I will protect the network by not downloading or uploading files without the permission of the principal, teacher, or system administrator. I will not attempt to bypass any saintagnes.com domain security. This includes but is not limited to deliberate bypassing of the firewall or content filtering or removal/bypassing of the Chromebook management system.
8. Practicing Responsible Personal Social Networking. Given that the lines between school and private are blurred in the digital world, I understand that content published by me on any social media or other internet sites which adversely affects the learning atmosphere inside Saint Agnes, will be subject to the same consequences as if it occurred within the Saint Agnes School Domain. I will not attempt to follow or contact a faculty member through their private website or social networking site, while understanding that classroom or school based websites are completely acceptable and necessary for online curriculum. Also, in accordance with diocesan policy, I am required to use my Saint Agnes School domain accounts ONLY to contact faculty.
9. Following Personal Device Policies. I understand that I may bring in my personal cell phone, but **all personal electronics** are to be **turned off** and turned in to the school when classes are in session. **Users will not be permitted** to connect personal devices to our Wi-Fi before, during, or after school.
10. Following Future Technologies Policies. With the exponential growth of technology in today's world, it is expected that new technologies find their way into the classroom almost daily. There

is no way to predict what new technologies will be developed and implemented, nor how they will affect learning in the classroom. Therefore, for all future technologies and new uses for existing technologies, “acceptable use” will be at the sole discretion of Saint Agnes School and its administrators.

CHROMEBOOKS

I understand that faculty and administration reserves the right to delete any material that is inappropriate for school or interferes with the instruction in classroom. I understand that Saint Agnes School is not responsible for any data loss due to malfunction of the Chromebook. The Chromebooks are owned and managed by Saint Agnes School. The users will not be negligent, destructive, or careless, while the Chromebook is in the user's' possession. Misuse or neglect of the Chromebook will not be tolerated and may result in the loss of user privilege.

PRIVACY

Given a valid reason, St. Agnes School administration may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere within the St. Agnes School domain as defined above, even if the information has been password protected or encrypted. This includes but is not limited to internet history and student@saintagnes.com email.

I understand that teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on students' Chromebooks or other school-owned devices during school hours or on personal devices accessing the Saint Agnes School infrastructure.

DISCIPLINARY ACTION

The school may take disciplinary actions against students who violate the Responsible Use of Technology Policy or other school or diocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

TECHNOLOGY POLICY

All schools must have a signed **Responsible Use of Technology Policy---User Agreement Form** on file for any student using school technology resources, the school's internet account, school-sponsored account, or personal account to access the internet. All internet access and use of other electronic communication technology is strictly limited to educational purposes. Students are not allowed to access personal accounts from school. The school has the right to access **any** electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

Right to Amend

Statements in this handbook are subject to amendment with or without notice. The school will make every attempt to keep you informed of all changes as soon as it is practical; however, some changes might be necessary immediately due to unforeseen circumstances. The administration reserves the right to carry out disciplinary measures for any offense or misconduct related to the school, even though not mentioned specifically in the published rules and regulations.