

Saint Agnes School

Parent-Student Handbook 2021-22



Saint Agnes School
1322 Sleepy Hollow Rd.
Fort Wright, KY 41011
(859) 261-0543
school.saintagnes.com

Saint Agnes School Parent-Student Handbook 2021-2021

Table of Contents

Welcome from the Principal.....	3
Saint Agnes School Faculty and Staff.....	4
Mission and Philosophy Statements.....	5
Admission and Withdrawals.....	6
Communication.....	8
Dress Code.....	11
School Procedures.....	13
Attendance and Tardies.....	16
Academics.....	17
Curriculum and Standardized Tests.....	18
Educational Field Trips.....	21
Student Support Services.....	22
Student Opportunities.....	22
Discipline and Appropriate Conduct.....	24
Electronic Items.....	29
Health and Safety.....	29
Lice Policy.....	32
General Info.....	33
Service Hours.....	34
Opportunities for Parents.....	35
Responsible Use of Technology.....	36

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.

Mrs. Erin Redleski, Principal

Saint Agnes School Faculty and Staff
2021-2022

Administration

Mrs. Erin Redleski, Principal
Mrs. Judy Pieper, Assistant Principal

Kindergarten

Ms. Alli Kindt
Mrs. Stacey Turner
Mrs. Geri Loos - Instructional Aide

Grade 1

Mrs. Marci Hagedorn
Mrs. Betsy Stoeckle
Mrs. Christy Ruehl - Instructional Aide

Grade 2

Mrs. Katie Graham
Ms. Melissa Smith
Ms. Gail Osborne - Instructional Aide

Grade 3

Ms. Becky Hill
Mrs. Lisa O'Connor
Ms. Gail Osborne - Instructional Aide

Grade 4

Mrs. Terri Hans
Mrs. Tracie Wiehe
Mrs. Joanne Lape - Instructional Aide

Grade 5

Mrs. Megan Arlinghaus
Mrs. Celia Middendorf
Mrs. Lucy Winter
Mrs. Linda Stoudt - Instructional Aide

Office Staff

Mrs. Mindy Sucher, Administrative Assistant
Mrs. Paula Jansing, Office Assistant

Grades 6-8

Ms. Sara Auciello
Ms. Maddie Axtell-Stegman
Mrs. Debbie Finke
Ms. Maggie Flanagan
Ms. Sarah Good
Ms. Katie Schweitzer
Mrs. Rachael Sharp
Mrs. Sue Wadsworth

Academic Support

Mrs. Judy Pieper- Academic Support Coordinator
Mrs. Gina Eckerle
Mrs. Debbie Finke
Mrs. Jenny Steffen

Specials Teachers

Mrs. Laura Brauch – Physical Education
Mrs. Lori Buscher - Music
Ms. Vanessa Dixon - Spanish
Mrs. Gina Eckerle – Art
Mrs. Natalie Egan – Library
Mrs. Christina Woolley – Computer/Technology

Support Staff

Mrs. Sheila Dumford - Counselor
Mrs. Donna Moreland – Counselor
Ms. Mary Long – Cafeteria Manager
Ms. Jordan Fischer – Speech
Mrs. Mary Jo Wuestefeld - Liturgical Music

Mission and Philosophy Statements

Mission 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.

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.

Admissions & Withdrawals

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.

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 1, 2021, following the opening of school may enroll in kindergarten. Children who turn six years of age no later than August 1, 2021, 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, 2021, and October 1, 2021, 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 reveres 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.

Withdrawals

Students withdrawing from Saint Agnes School for any reason must 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.

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 administrators work together as a team. The commitment of the faculty and administration is to work in a constructive, professional manner for the success of the students. 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 email to contact a staff member for an appointment to conference with the principal, teacher, or other staff member,
- Pertinent and timely information is sent through email. Please make sure your current email address is listed in Sycamore.
- A weekly newsletter is completed each Wednesday, posted on the school website, and emailed to school families.
- The school maintains an updated website with multiple links for school information.
- Parents should first speak directly to the teacher about classroom or academic concerns.. Should the problem remain unresolved, the parent may contact the principal. If a problem still remains unresolved, only then should the pastor be involved.

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.

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.

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:

(Reviewed 2020-2021)

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 2021-22 school year are:

(Revised 2019-2020)

Technology	\$125.00
PTO Fund	\$ 17.00
Classroom Supplies	\$ 52.00
Textbooks	\$ 90.00
Diocesan Administration Fee	\$ 24.00
School Counselor Fee	\$ 73.00
Copier Services	\$ 26.00
Library Services	\$ 5.50
Testing Materials	\$ 13.00
Field Trip Bus Fee	\$ 13.00
School Management System	\$ 11.00
Oktoberfest-Class Baskets	\$ 10.00

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

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:

Jewelry and Accessories: Visible body piercing, except the ear lobe, 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, 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 nor may it be worn in a ponytail. The principal has the ultimate judgment in what is an acceptable haircut.

Grades K-8 - Girls

Grades K-5: Plaid jumpers (offered by Schoolbelles) – Tights or leggings may be worn with jumpers throughout the school year.

- Girls MUST wear white, grey, navy, or black, solid-colored, ankle-length tights or leggings under their jumpers from November 1 - March 15.

Grades 6-8: Plaid skirt (offered by Schoolbelles) – Skirts should be no more than three inches above the bottom of the knee cap. Tights or leggings may be worn with skirts throughout the school year.

- Girls must wear white, grey, navy, or black, solid-colored, ankle-length tights or leggings under their jumpers from November 1 - March 15.

Tights/Leggings – White, grey, navy, or black, solid-colored, ankle-length tights/leggings must be worn under jumpers or skirts from November 1 - March 15. Leggings must be solid material throughout, i.e. no mesh, no sheer fabric

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 not to be worn from November 1 - March 15.

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

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

Shirts/Blouses – Girls may wear a plain long or short-sleeve, collared, white-knit shirt with shorts or slacks. A blouse or banded white-knit shirt is to be worn with the jumper. All blouses or shirts must 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, monogram, labels, or 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 Schoolbelles.

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

* This is available through Schoolbelles.

Socks – All students must wear white, navy, gray, 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.

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 not to be worn from November 1 - March 15.

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

Belts – Students in grades 3-8 must wear a solid-colored 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 Schoolbelles.

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

* This is available through Schoolbelles.

Socks – All students must wear white, navy, gray, 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.

Physical Education Uniform

The gym uniform must be purchased from the school office and is worn on the student's gym day. The uniform consists of shorts, t-shirt, and sweatpants. 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 or sweatpants. Shorts and sweatpants purchased from other stores are not approved gym uniform attire.

- Girls must wear white, grey, navy, or black, solid-colored, ankle-length tights or leggings under their gym shorts. from November 1 - March 15. Leggings must be solid material throughout, i.e. no mesh, no sheer fabric.
- Boys must wear gym uniform sweatpants from November 1 - March 15, and they may not wear athletic leggings under their gym shorts.

8th Grade Apparel

The 8th grade t-shirt and sweatshirt order is placed at the beginning of the school year. Once the attire is delivered and distributed, 8th grade students may wear the apparel with regular uniform bottoms weekly on Wednesday and on spirit wear days.

Spirit Wear Days

Spirit wear days are the last Thursday of each month. Students may wear a Saint Agnes shirt (spiritwear, sports team shirt, etc.) with uniform bottoms (regular uniform bottoms or gym uniform bottoms). Sleeveless tops must have short or long-sleeved shirts underneath. Spirit wear shorts and sweatpants cannot be worn on spirit wear days.

Out-of-Uniform Days

Generally, students will be permitted to wear clothes with no offensive or inappropriate sayings or pictures. Inappropriate dress, including shorts that are too short or tight fitting, will result in students calling home for other clothes. Yoga pants and leggings cannot be worn by themselves, and must be worn with shorts or skirts. For example, an outfit combination of yoga pants/leggings and a tshirt/sweatshirt are not allowed.

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.

School Procedures

Arrival Procedures

The school day is from 7:45 a.m. until 2:45 p.m. for all students in grades kindergarten through eighth.

- Between 7:15 and 7:45 a.m., students are to enter school through the cafeteria doors on Mulloy Drive. 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.
- Parents are to pull up along the sidewalk as far forward in the yellow safety zone. Students should be prepared to depart the car when the traffic flow stops. Please do not pass cars unloading children.

Dismissal Procedures

The regular school days ends at 2:45 p.m. and student dismissal is announced in the following order:

- **Procedures for Walkers:** Walkers are called first and proceed to either the office or cafeteria doors for dismissal.
 - 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.
- **Procedures for Bus Riders:** Bus riders are dismissed to either Bus #1 or Bus #2 and must exit through the office doors. Any child who misses the bus must wait in the office for pick-up.
- **Procedures for Car Riders:** Car riders are dismissed from their homeroom by name and exit through the cafeteria doors.
 - Parents are not to pick up students via car 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.
 - Any student(s) whose car does not arrive will be accompanied to the office by a staff member.
 - 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.
- **After-School Groups:** Students staying after school are dismissed to their designated space. Students in after-care are dismissed to the cafeteria.
- **Late Bus:** Late bus riders are dismissed last. When the late bus is called, the teacher on duty will go to the cafeteria and monitor students. Any child who misses the bus will be accompanied to the office by a staff member.

Delay of School

If a morning delay is called, 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 and the new start time will be communicated to families.

Weather Emergency Days

In the event that the school day is canceled due to inclement weather, parents will be notified through a phone blast, e-mail, local media, and Saint Agnes School social media. The decision to close school will be made as soon as possible.

In the case of a severe weather warning, such as the threat of a tornado, school dismissal may be delayed. 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 communicate the cancellation. 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.

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.

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

Attendance & Tardies

School attendance should take priority over other activities. Students are tardy when arriving in the classroom after 7:45 a.m. and must report to the office for a tardy slip in order to enter class.

- 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.

Students are marked as tardy or absent in the following instances:

- Arrival before 9:45 a.m. is 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 tardy

Consequences for student tardiness in grades 3-8:

- Four unexcused morning tardies will result in thirty minutes of make-up time after school on an assigned day.
- Six unexcused tardies will result in a Friday afternoon detention.
 - Every four tardies thereafter will result in a Friday afternoon detention.
 - The eighth unexcused tardy will result in a conference where a probation plan will be established.

Absences

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

Parents are discouraged from taking their child out of school for reasons other than family emergencies, illnesses, or funerals. In these circumstances, absences are excused, and the student may make up assignments and tests once he/she returns to school.

- Teachers are not required to provide schoolwork ahead of time for families traveling on vacation.
- Daily work will be posted on the grade-level website for absent students
- Students have one week (7 calendar days) to submit absent work.
 - Students are responsible for completing all work missed due to absence.

A physician's statement may be required upon 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 or P.E. class, a written note stating the reason is required. Frequent or extended non-participation during these times may require a physician's statement.

Custody

Any information regarding custody and visitation rights must be documented and given to the school office. 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.

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 specific areas are reviewed every year.

Report Cards

Report cards are posted electronically three times a year. Parents should first 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](#).

A formal parent/teacher conference will be offered at least once a year. Conferences can be held in-person or virtually. Designated days and times will be set for in-person conferences. Teachers or parents may request conferences throughout the year as the need arises.

Homework

Homework should be meaningful and purposeful. 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 contact the teacher if you observe your child spending an excessive amount of time on homework or if your child claims he or she has no homework.

- Student assignments are to be written in the student planner/assignment book.
- Assigned homework will be checked on it’s due date.
- Consequences for missing homework will follow the grade level policy.
 - Late assignments due to sickness are exceptions.
 - Students have seven calendar days to submit this work.
- Students may not grade the work of other students (quizzes, homework, etc.).

Grading Scale

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

In grades kindergarten, one and two – I, D, N, and NA, are used to define progress

- (I = independent; D = developing; N = needs improvement; NA = not applicable)

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)

Final Grades and Promotion

After the trimester grades are averaged, any student who has earned an average of at least 70% in the major academic subjects will be promoted to the next grade level.

Students who have an average of 70%-74% are encouraged to receive tutoring by a certified teacher in those subject areas.

Any student receiving a percentage below 70% for the year must complete and submit skills assignments by July 31, 2022 to receive a passing score and be promoted to the next grade level.

Any student in grades five through eight receiving a percentage below 70% in three or more core subjects (Reading, Grammar, Math, Science, Social Studies, Religion) after trimester grades are averaged may not be promoted to the next grade level.

Curriculum & Standardized Tests

Standardized Tests

Saint Agnes School participates in the achievement testing of students that is conducted two 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.

Curriculum

Saint Agnes School offers a rigorous, essential skills-based curriculum. Curriculum is vertically aligned and a wide variety of learning techniques are used to differentiate and support academic progress. Textbooks and materials for each curriculum area are reviewed and re-adopted on a regular basis.

- Kindergarten through fourth grade are primarily self-contained, but implement some departmental work within the grade level.
- Grades 5-8 are departmentalized.

Core Subjects

Religion: The religion curriculum includes teaching students the Catechism of the Catholic Church, Sacred Scripture, spiritual development, prayer, service, and mission awareness. The faculty, staff, and parish work together to provide opportunities to practice the Catholic faith. 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.
 - Throughout the school year, students have the opportunity to receive the Sacrament of Reconciliation, participate in seasonal prayer services and weekly liturgies.

English Language Arts: Subjects covered in language arts include reading, grammar, spelling, vocabulary, writing, and oral presentation which are vertically aligned.

Reading

- Accelerated Reader is utilized in kindergarten through 4th grade.
- Independent Reading Projects are required in grades 5-8.
- DEAR Time takes place every morning from 7:45-8:00 a.m. is *Drop Everything And Read* (independent reading time).
 - No students should be on Chromebooks during DEAR time.
 - Silent reading options are student choice and can include books, news magazines, textbooks, study guides or other printed materials. No audio books or kindle readers.

Grammar, Spelling, and Vocabulary

- Phonics application is used for spelling in grades K-2
- Spelling and vocabulary lists are used in grades 3-6.
- 7th and 8th grade use Membean for vocabulary practice.
- Daily Oral Language (grammar) is practiced in grades 1-8.

Writing

- Students complete three formal writing pieces in grades 2-8.
 - Narrative, Expository, and Persuasive
- Writing is taught across the curriculum and is practiced in all core subject areas.

Oral Presentation

- Students are given opportunities to present information orally

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 fifth grade.
- Seventh and eighth grade students have an opportunity to study pre-algebra and algebra based on mathematical ability and performance.
- At the end of their 7th grade year, students are given the opportunity to test into the high school math program at CCH/NDA

Science: The science curriculum is designed to introduce students to the scientific method in physical, life, and earth sciences.

- Saint Agnes School has a science lab and materials that provide hands-on science experiences for grades 5-8.
- Kindergarten through 4th grade participate in science discovery activities in the classroom setting.
- The 7th grade participates in an annual science fair.

Social Studies: The social studies curriculum is an integrated study of civilizations, countries, religions, and cultures throughout history. The application of history, civics, and geography concepts provide students opportunities to analyze, inquire, and think critically.

Specials Classes

Music: Students in kindergarten through eighth grade participate in a weekly music class utilizing the Quaver curriculum. 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 curriculum includes exercises, learning activities, and games which provide opportunities for students to learn and practice sports-oriented and recreational activities. These skills foster good sportsmanship, and positive physical, emotional, and social growth.

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 and mediums.

- Students will also be exposed to art history.
- An art show of 8th grade student work is held each school year.

Technology: Students participate in a weekly technology class and use devices, software, and programs to conduct research, create projects, and format writing activities for classroom application.

- Students in primary grades practice simple keyboarding skills, word processing, and other activities to enhance their learning.
- In grades 2-8, students learn about internet safety, digital citizenship, typing skills, and digital programs.

Foreign Language: Spanish is taught to grades K-8 and students are introduced to vocabulary, language expression, customs, history, and culture.

Library: Students in grades K-5 have scheduled library time each week.

- Students in all grades can check out books online using the Follett system.
- Books may not be checked out if a student has an overdue book.
- Overdue charges or fines for lost books must be paid prior to the last day of school
- Scholastic Book Fairs are hosted by the school librarian annually.

Educational Field 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.

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 Services

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

Educational Screening/Testing

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.

Student Opportunities

After School Program

Learning-grove, 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 Learning-grove, from 2:45 to 6:00 p.m. Parents may enroll their student(s) by calling (859) 431-2075. Learning-grove, does not offer this service on days when school is not in session or on early dismissal days.

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 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 opportunities 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.

Mass Servers

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

Discipline and Appropriate Conduct

Rules for classrooms, halls, restrooms, cafeteria, and playground are designed to ensure a safe and educational school day. The faculty and administration at Saint Agnes School expect the best behavior from all students. 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 a conversational tone and remain seated. Refrain from pushing in line. Be respectful of others when serving oneself during lunch. Clean up the eating area when finished (table and floor). Be polite to the cafeteria workers.
Uniform	Maintain a 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 the area clean and free of litter. Return to class promptly 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.
Respect teachers, playground monitors, 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 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 are assigned and may not be “saved” on the bus.

The teacher has the right to give 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
- Plagiarism

Students should behave in school and cooperate because it is the right thing to do and the best thing for their education.

Discipline Code

In an effort to guarantee your child and other children the learning climate 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:

Middle School Discipline Form (Grades 5-8)

Students in grades 5-8 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
- Chromebooks

After the student receives the paper copy of the violation from his/her teacher, the student takes the form home, has a parent/guardian sign it, and returns it to the teacher who issued the violation. If the student does not return the parent/guardian-signed discipline form by the following day, parents will be contacted by the teacher. Violations are input into Sycamore for documentation purposes.

Responsibility Detentions

Three responsibility violations result in an academic detention which takes place after school on Thursdays from 3:00-4:00 p.m. Parents will always be notified of detentions. Failure to show up for a scheduled detention will result in another detention issued.

Behavior Detentions

Three behavior violations result in a behavior detention which takes place after school on Fridays from 3:00 to 4:00 p.m. Parents will always be notified of detentions. Failure to show up for a scheduled detention will result in another detention issued.

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 5-8, the following procedure will be followed for discipline forms:

- The first, second and third behavior detentions will be a Friday afternoon detention from 3:00-4:00 p.m. A parent/teacher meeting will be scheduled at the time of the second detention.
- After the third detention, the 5th-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.

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.

Electronic Items

Students are not permitted to wear smartwatches or Fitbits that can connect to the internet and/or communicate with other devices. Additionally, airpods, electronic games or devices, individual CD players, laser pointers, or expensive items should not be brought 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

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, all cell phones must be powered down once inside the school building.

- Students in grades four and below must turn the power off of the cell phone and turn it into his/her teacher. place them in a basket in the school office before going into the classroom.
- Students in grades 5-8 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 dismissal has concluded.
- Students may not use cell phones while waiting for the afternoon second bus trips.

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

Health and Safety

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

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.

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 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

Search and Seizure

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. Additionally, desks, 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.

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.

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.

General

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.

Birthday Treats and Invitations

Pre-packaged, peanut free birthday treats may be brought to school with prior approval from the teacher. Balloons, flowers, and other such items should not be brought or sent to school. Party invitations may not be distributed at school or sent through “kid mail”

Class Parties

Room parents will help the teachers with Halloween and Valentine’s Day class parties and treats. Class parties in grades K-4 take place from 1:45-2:30 p.m. Room parents for grades 5-8 may drop off party treats in the school office. Treats will be delivered to classrooms for distribution.

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 for purchase. Parents are under no obligation to purchase pictures or a yearbook.

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.

Gum

Students are not permitted to chew gum in the school building. Chewing gum in class is a deliberate action. A violation will be given the first time a student is found chewing gum during the school day. There will be a \$3.00 fine each additional 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.

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.

School Telephone

Students must obtain permission from a staff member before using the office 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.

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 complimentary hot lunch with milk, juice, or water. Extra food may be purchased at a minimal cost, and if a student packs his/her lunch, a milk can be purchased for a minimal cost. In a typical school year, 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 returned 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.

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.

Service Hours

Family Service Hour Requirement

Every family should contribute twenty hours of service (ten hours for separated families) to the school or parish annually to promote unity within our community. Service hours also help reduce 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.

How do I log service hours into Sycamore?

This short [video](#) explains and shows how to log service hours into Sycamore.

Opportunities for Parents

Parent Teacher Organization

The Saint Agnes Parent Teacher Organization (PTO) is an active organization of parent volunteers providing a variety of essential activities that support our students, teachers, parents, and the school facility. Family dues collected with 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.

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 advises on policies and supports these parish programs. Meetings are generally held the second Tuesday of the month, at 6:00 p.m. in the school meeting room. 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 for the many volunteers who make our school a great place to learn and grow. 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.

Responsible Use of Technology

GENERAL INFORMATION FOR USERS of TECHNOLOGY

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 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 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, playing games, 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.
6. 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.
7. 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.
8. 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.
9. 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. All students using a Chromebook must sign a separate Chromebook contract.

GOOGLE FOR EDUCATION (GOOGLE)

At Saint Agnes, we use Google Workspace (formerly G Suite), and by signing the Responsible Use of Technology agreement, you give permission to St. Agnes to provide and manage a Google Workspace for Education account for your child in Grades 3-8. Google Workspace for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. Students will use their Google accounts to complete assignments, communicate with their teachers, and many more online activities. We will also use Google's additional services like Google Maps and others for educational purposes. The [Google Workspace Terms of Service](#) describes how Google products and services collect and use information when used with Google Workspace for Education accounts. Information about the [legal commitments Google makes for Google Workspace for Education Core and Additional Services](#) is available in the Help Center. Information about how Google's products work to protect privacy is available in our [Product Privacy Guide](#). Note that Google does not use any user personal information (or any information associated with an Google Workspace for Education Account) to target ads for Google Workspace for Education users in primary and secondary (K-12) schools, and any statements about ads on those pages are overridden by this restriction from our [Privacy Notice](#). Answers to many top questions about privacy and security appear on our [Google for Education Trust page](#).

PRIVACY

Given a valid reason, Saint 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 students 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.