

# **Saint Agnes School**

## **Parent-Student Handbook 2025-26**



**Saint Agnes School**  
**1322 Sleepy Hollow Rd.**  
**Fort Wright, KY 41011**  
**(859) 261-0543**  
**[school.saintagnes.com](http://school.saintagnes.com)**

# **Saint Agnes School Parent-Student Handbook 2025-2026**

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## ***WELCOME TO SAINT AGNES SCHOOL!***

Information concerning our school is included in this Parent-Student Handbook. 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

### **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.

## ***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.

## **Parent Code of Conduct – Social Media**

Parents are expected to model respectful and Christian behavior when using social media. Negative, disparaging, or harmful posts about the school, church, or any personnel employed by either are not acceptable. Disagreements or concerns should be addressed respectfully and professionally with the appropriate staff member or administration, working toward resolution.

Failure to adhere to this policy may result in a required meeting with administration and/or Pastor, if necessary, disciplinary action up to and including withdrawal of the student from the school.

## ***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.

## ***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 31, 2025**, following the opening of school may enroll in kindergarten. Children who turn six years of age no later than **August 31, 2024**, 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, 2025, and October 1, 2025**, 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 and KTL Therapy)
- 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.

## **Student Transfer Procedures**

Saint Agnes School accepts student transfer requests for families wishing to change schools during the school year or prior to the start of a new school year. When the transfer request is made, a thorough review of the request may be completed to determine if placement at Saint Agnes School is in the best interest of the prospective student as well as the general student population of the school.

The following steps may be taken to make this determination:

1. Parents will need to release the previous school records for review. Upon receipt of the records, the administration will review the student information including, but not limited to, academic performance, academic support, discipline records, and student attendance.
2. An interview may be conducted with the student and his/her parents by the school administration, pastor, counselor, and/or the intervention team.
3. The administration will need confirmation from the previous school that all financial accounts, including all tuition and fees, are paid in full and all school books and materials have been returned.

If the school administration determines the student will be accepted, the following conditions may be put in place based on the review:

1. The student may be placed on probation for a period of 30 days or longer. During the probation period, excessive tardies/absences, any discipline issue, failure to remain current with school work, or any other violation of the student handbook may be cause for dismissal from the school.
2. Periodic meetings may be scheduled with the student and/or parents to check on the student's progress to ensure success at school.
3. Regular meetings with the school counselor may be required.



## ***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.

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

## ***Uniform & Dress Code***

School uniforms are provided by **Schoolbelles**

*www.schoolbelles.com*

(513) 921-3417

(859) 581-3111

### **Girls (Grades K–5)**

- Plaid jumper (Schoolbelles). Hem within 3 inches from bottom of knee cap.
- Tights/leggings: Solid white, gray, navy, or black; ankle-length; required Nov. 1–Mar. 15. Must be opaque.
- Navy skorts/skirts are not permitted.
- Shirts/Blouses: White collared knit with shorts/slacks; white blouse or banded knit with jumper. Shirts tucked unless banded. No monograms or labels.
- Navy slacks/shorts permitted (no jeans, corduroys, contrasting stitching, monograms, labels, or side pockets). Shorts not allowed Nov. 1–Mar. 15.
- Belts (Grades 3–5): Solid navy, black, or brown required if loops are present.

### **Girls (Grades 6–8)**

- Plaid skirt (Schoolbelles). Length no more than 3 inches from the bottom of the knee cap; must not be rolled.
- Tights/leggings same as Grades K–5.
- Shirts, slacks, shorts, and belts are the same as Grades K–5.

### **Boys (All Grades)**

- Navy slacks/shorts permitted (same rules as above). Shorts not allowed Nov. 1–Mar. 15.
- Belts (Grades 3–8): Solid navy, black, or brown required if loops are present. Shirts: Collared light blue or white knit or dress shirt (long or short sleeve). Shirts must be tucked in.

### **Shoes (All Students)**

- Sturdy, flat-heeled dress shoes or gym shoes with enclosed toes and backs. Non-dress shoes must have laces or Velcro and be tied.
- Not permitted: boots, crocs, slides, flip-flops, Ugg style-type shoes, slippers or shoes with lights/wheels/distracting features.

### **Socks (All Students)**

- White, navy, gray, or black.
- Simple logos and simple stripes permitted.

## Outerwear (All Students)

- Sweaters: Navy blue or gray cardigan/sweater only. Plain (no trim, monograms, labels, hoods, or velour).
- Sweatshirts: Saint Agnes uniform sweatshirt only (purchased from the school office).  
Lightweight Pullover: Gray Saint Agnes ¾ zip (Schoolbelles).  
Fleece Pullover: Gray Saint Agnes fleece (Schoolbelles).

**Hair:** Students are expected to follow these guidelines regarding hair. Students whose hairstyles do not meet the policy will be asked to make necessary adjustments.

- **General Guidelines**

- Hair must be kept neat, clean, and well-groomed.
- The principal has the ultimate judgment in determining what constitutes an acceptable haircut or hairstyle.
- No hair tinsel, beads, feathers, or similar decorative accessories are permitted.
- Hair coloring must be in natural shades only (no bright or unnatural colors).
- Hair accessories (headbands, clips, bows) should be simple, modest, and non-distracting.

- **Boys**

- Hair must be out of the eyes and off of the collar.
- Ponytails, buns, or similar styles are not permitted.
- Distracting haircuts, colors, or styles that cover the eyes, hang on the neck, or are shaved with symbols are not permitted.

- **Girls**

- Distracting haircuts, colors, or styles that cover the eyes are not permitted.
- Shaved designs or symbols are not permitted.

## Jewelry and Makeup

- Visible body piercings are not permitted, except for earrings.
- Boys may not wear earrings.
- Students may wear only the following jewelry:
  - One non-alarm watch
  - One ring
  - One thin necklace
  - Girls may wear stud earrings or small hoops (no large or dangling earrings).
- Makeup of any kind is not permitted.
- Any accessory that becomes distracting may not be worn.

**Nails:** For safety, hygiene, and professionalism, students are expected to follow the guidelines below regarding fingernails. Students who do not meet the nail policy will be asked to correct the issue

- **Natural nails only** – no acrylics, tips, overlays, extensions, etc.
- **Polish is permitted** – clear or colored nail polish may be worn, provided it is non-distracting. Gel polish on your natural nail is permitted.
- **Length** – nails must be kept at a safe, manageable length appropriate for school activities.
- **Nail art/decorations** – glitter, rhinestones, stickers, or 3D embellishments are not permitted.

## Physical Education Uniform

- Gym uniforms must be purchased from the school office and worn on the student's gym day. Shorts and sweatpants from other stores are not permitted.
- The uniform includes shorts, t-shirt, and sweatpants. Only these items may be worn to gym class. Joggers are not permitted.
- Gym shoes are required. T-shirts must be long enough to tuck into shorts or sweatpants.
- **Girls:** From Nov 1 – Mar 15, solid-colored (white, gray, navy, or black) ankle-length tights or leggings must be worn under gym shorts. Leggings must be solid material (no mesh or sheer fabric). Joggers or sweatpants may not be worn under shorts.
- **Boys:** From Nov 1 – Mar 15, gym uniform sweatpants must be worn. Athletic leggings under shorts are not allowed.

## 8th Grade Apparel

- 8th grade t-shirts and sweatshirts are ordered at the start of the school year.
- Once distributed, students may wear them with regular uniform bottoms weekly on Fridays and on spirit wear days.

## Spirit Wear Days

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

## Out-of-Uniform Days

- Students may wear clothes without offensive or inappropriate images or text.
- **Political shirts may not be worn.**
- Shorts must not be too short or tight; yoga pants and leggings cannot be worn alone and must be paired with shorts or skirts.
  - Example: leggings/yoga pants with only a t-shirt or sweatshirt is not allowed.
- The principal has final discretion on appropriate attire

## Student Name Tags

Worn by students to ensure safety, accountability, and easy identification within the school.

- All students must wear their school-issued name tag on the upper body (shirt, blouse, or uniform top) at all times while on campus.
- Name tags must be clearly visible and cannot be covered by jackets, backpacks, or other clothing. Having it in your pocket does not constitute being "clearly visible".
- Name tags must not be defaced, altered, or removed while on campus, this includes accessorizing the name tag with stickers or other "flair".
- Lost or damaged name tags must be reported to the office for replacement.

## **Dress Code for Special Events**

For sacramental celebrations and school ceremonies such as First Communion, Confirmation, and 8th Grade Graduation, students are expected to dress in a way that is modest, respectful, and appropriate for the occasion.

### General Guidelines:

- Clothing should be neat, clean, and modest in length and fit.
- No jeans, shorts, flip-flops, or casual/sport attire.
- Hairstyles and accessories should be simple and respectful.
- Modesty standards apply: no low-cut tops, bare shoulders, or excessively short skirts/dresses.

### Event-Specific Guidelines:

- First Communion:
  - Girls typically wear a white dress (knee-length or longer) with optional veil or headpiece.
  - Boys typically wear dress pants, a white shirt, and tie; a suit jacket is encouraged.
- Confirmation:
  - Girls: Modest dress or skirt/blouse combination. Shoulders must be covered (sweater/shawl may be worn).
  - Boys: Dress pants, dress shirt, and tie; jacket is encouraged.
- 8th Grade Graduation:
  - Girls: Modest dress or skirt/blouse (appropriate for a church setting).
  - Boys: Dress pants, dress shirt, and tie; jacket is encouraged.

Parents are asked to partner with the school in ensuring students are dressed properly for these important occasions, which reflect both the dignity of the Sacraments and the pride of the school community.

## *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.

### **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 cross Sleepy Hollow Road must use the help of the crossing guard.
  - Students should respect neighbors' yards and properties and use sidewalks where available.
- **Procedures for Bus Riders:** **First trip** bus riders are dismissed to either Bus #1 or Bus #2 and must exit through the school 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 main cafeteria doors. Students who ride home in cars, should be picked up in the car line on Mulloy Drive.
  - Parents are not to pick up students via car in front of the church or on neighboring streets.
  - 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:** **Second trip bus riders or** 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 office 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 Thursday.
- 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](mailto: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.

- 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/parents should coordinate with the teacher on updated assignment due dates in the event of an absence.
- 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, typically in the fall. 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 nightly homework and time spent on 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. Time spent on homework includes studying for tests/quizzes.

- Student assignments are to be written in the student planner/assignment book.
- Assigned homework will be checked on its due date.
  - Gr. 2-8 should have math homework at least **three** times a week (Mon-Thur).
  - Gr. 3-8 should have reading/grammar homework at least three times a week.
- Consequences for missing homework will follow the grade level policy.
  - Late assignments due to sickness are exceptions.
    - Coordinate with the teacher on amended due dates
- 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 for all subjects except Library which is a non-graded class:

- (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 **may be required to** complete and submit skills assignments by **July 31, 2026** 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 to 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.

### **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 **elementary grade levels**.
- Independent Reading Projects **may be required in grades 5-8**.
- DEAR Time, *Drop Everything And Read*, takes place **in the mornings** from 7:45-8:00 a.m. (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 through grade 5.
- 6th-8th grade use Membean for vocabulary practice.
- Daily Oral Language (grammar) is practiced in grades 1-5; Simple Solutions in grades 6-8.

### 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 fourth 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.

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

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. 8th graders who participate in the Arts elective track have art twice/week.

Foreign Language: Spanish is taught to grades K-8 and students are introduced to vocabulary, language expression, customs, history, and culture. 8th grade participates in Spanish twice/week.

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

Music: Students in kindergarten through eighth grade participate in a weekly music class. Students experience the musical elements of singing, listening, using instruments, and performing. 8th graders who participate in the Arts elective track have music twice/week. Students in grades 4-8 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.

STEM: K-5 Students participate in weekly STEM classes. 6th/7th grade students have STEM twice/week. 8th graders who participate in the STEM elective track also have STEM twice/week.

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.

## ***Educational Field Trips & Chaperone Guidelines***

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.

### **Chaperone & Volunteer Guidelines for Field Trips**

#### **1. Role and Responsibilities**

- Chaperones support teachers in supervising students and ensuring safety throughout the trip.
- You are expected to follow the schedule and instructions provided by the teacher or trip leader.
- Maintain a positive and professional attitude; model appropriate behavior for students.

#### **2. Student Supervision**

- Monitor assigned students at all times.
- Ensure students stay with the group and follow rules.
- Address minor issues promptly and inform the teacher of major concerns.

#### **3. Conduct and Communication**

- Use respectful and appropriate language at all times.
- Refrain from using personal devices while actively supervising students unless for emergencies or trip-related communication.
- Do not engage in private or off-topic activities that distract from supervision responsibilities.
- Do not consume alcohol or other substances while supervising students



#### 4. Dress and Appearance

- Wear comfortable, modest clothing appropriate for the activity and school expectations.
- School-provided badges or identification should be worn when required.

#### 5. Safety and Emergency Procedures

- Familiarize yourself with emergency procedures and locations of first aid kits.
- Follow school protocols for medical incidents or student injuries.
- Report any unsafe conditions or concerns to the teacher immediately.

#### 6. Confidentiality and Respect

- Respect student privacy; avoid sharing personal information outside of the group.
- Avoid favoritism or private conversations with individual students.

#### 7. Transportation

- Follow all traffic and safety laws if transporting students.
- Seat belts must be worn at all times.
- No student should be left unsupervised in a vehicle.

#### 8. Limitations

- Chaperones are not authorized to discipline students beyond guidance and reminders; refer behavioral concerns to the teacher.
- Chaperones should not bring younger siblings or non-participating individuals on trips.

#### 9. Commitment

- Arrive on time and remain for the entire trip unless otherwise arranged with the teacher.
- Notify the school promptly if you are unable to attend as planned.

By volunteering as a chaperone, you agree to uphold these guidelines and support a safe, educational, and enjoyable experience for all students.

## ***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 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. Saint Agnes also utilizes speech services from KTL Therapy. KTL Therapy will be on-site to offer services twice/week.

### **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 and other academic competitions. Students in grades seven and eight can compete in various essay contests. Some participation is optional.

### 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.

### Sunday 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 Regina Mason, 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 and Eucharistic Ministers

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. 8th graders who have been Confirmed and trained can participate as Eucharistic Ministers at school Masses.

\*Additional after-school clubs are offered throughout the school year.

## ***Student Conduct***

The rules for classrooms, hallways, restrooms, the cafeteria, and the playground are designed to ensure a safe, respectful, and productive school day. Faculty and administration at Saint Agnes School expect the highest standards of behavior from all students. Violence, threats of violence, or simulations of violence will be treated as serious violations of school discipline and safety policies.

In all matters of discipline, our goal is to act in a Christian manner, guided by fairness and compassion.

Teachers are responsible for the training and discipline of their classes. At the beginning of the year, teachers will review the school discipline program with students. Each teacher may also have specific classroom rules. A respectful and trusting environment is essential for students to demonstrate their best behavior.

### **General Codes of Conduct**

#### **Hallways**

- Maintain a quiet atmosphere during the school day.
- Walk in single file; use the right side of stairs.
- Keep hands and feet to yourself.
- Respect displays and bulletin boards.
- Hold doors for others.

#### **Classrooms**

- Show respect for yourself and others.
- Take care of personal, school, and student property.
- Arrive prepared for class.
- Remain seated and work quietly if the teacher is out of the room.
- Speak politely and at appropriate times.
- Always work to the best of your ability.

#### **Cafeteria**

- Do not share food or drinks.
- Speak in a conversational tone and remain seated.
- Wait patiently in line without pushing.
- Serve yourself respectfully.
- Clean up your area (table and floor).
- Be courteous to cafeteria workers.

#### **Uniform**

- Maintain a neat appearance.
- Follow the uniform policy as outlined in this handbook.

## **Restrooms**

- Flush toilets and wash hands after use.
- Keep restrooms clean and free of litter.
- Return to class quietly and promptly.
- Report any damage or maintenance needs to a teacher.

## **Church**

- Be reverent and respectful at all times.
- Participate in prayers and songs.
- Listen attentively to readings, homilies, and the service.
- Walk in an orderly manner to and from church.

## **Playground**

- Approved for ages 2-12 years old
- Play cooperatively and include others.
- Respect teachers, playground monitors, equipment, and grounds.
- Stay within designated play areas.
- Line up quietly in single file at the end of recess.
- Enter the building silently.
- Smaller area is for only JLC students and staff.

## **Dismissal**

- Pack belongings neatly.
- Listen carefully to announcements.
- Remain seated until dismissed.
- Walk quietly through hallways and stairwells.
- Follow directions of teachers on duty.

## **Bus Conduct**

- Riding the bus is a privilege, dependent on safe and respectful behavior.
- The driver is in full charge; students must follow directions immediately.
- Be on time; buses cannot wait for late students.
- Remain seated unless exiting or instructed otherwise.
- Respect bus property—do not litter, mark, or damage seats.
- Speak quietly; avoid loud noises or shouting.
- Keep hands, arms, and belongings inside the bus.
- Do not eat or drink on the bus.
- Sit only in your assigned seat; saving seats is not allowed.

## ***Student Discipline and Consequences***

Teachers may assign consequences for physical or serious incidents. The principal may issue detention or suspension for serious one-time offenses or repeated behavior. The principal is the final authority in disciplinary matters and may waive a rule for just cause.

### **Examples of behavior that may result in suspension or expulsion include:**

- Threats or acts of violence
- Consistent disrespect toward authority
- Uncooperative or disruptive behavior
- Fighting, harassment, or bullying
- Stealing, lying, or cheating
- Use of profanity or obscene language
- Gambling
- Possession or use of tobacco, alcohol, or illegal drugs on school property
- Disorderly conduct or assault
- Damage to or destruction of property
- Possession of weapons or dangerous materials
- Repeated violation of school rules
- Plagiarism

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:

- Uniform
- 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 **and another violation may be issued**. Violations are input into Sycamore for documentation purposes.

*\*Violation totals restart at the beginning of each trimester for 5th grade students.*

*\*Violations do not restart at the beginning of each new trimester for students in grades 6-8; they continue to accumulate throughout the school year.*

## **Chromebook Violation(s)**

If a student accumulates two Chromebook violations/signatures during the course of the school year, the student will lose Chromebook privileges for one week. If a student accumulates three Chromebook violations during the school year, the student will lose Chromebook privileges for the rest of the school year.

## **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 be notified of detentions. Failure to show up for a scheduled detention will result in another detention issued.

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

- Three behavior violations result in a behavior detention. Every behavior violation thereafter results in a detention. For example, three behavior violations = behavior detention, the fourth behavior violation results in a detention, the fifth behavior violation results in a detention and so forth.
- After the first detention, a communication will be sent to the parents and student about future consequences should the behavior continue.
- A parent/teacher meeting may be scheduled at the time of the second detention.
- After the third detention, the student may not be permitted to go on field trips with the class.
- The fourth behavior detention may result in suspension and/or possible expulsion.

## **Responsibility/Academic 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.

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

- Three responsibility violations result in academic detention. Every responsibility violation thereafter results in a detention. For example, three responsibility violations = academic detention, the fourth responsibility violation results in a detention, the fifth responsibility violation results in a detention and so forth.
- After the first detention, a communication will be sent to the parents and student about future consequences should the behavior continue.
- A parent/teacher meeting may be scheduled at the time of the second detention.
- After the third detention, the student may not be permitted to go on field trips with the class.
- 8th grade students who receive three academic violations during Study Hall will serve a detention on Friday afternoons from 3-4 p.m.

## **Uniform Detentions**

Three uniform violations result in a Friday detention from 3-3:30 p.m. Parents will always be notified of detentions. Failure to show up for a scheduled detention will result in another detention issued.

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

- Three uniform violations result in detention. Every uniform violation thereafter results in a detention. For example, three uniform violations = detention, the fourth uniform violation results in a detention, the fifth uniform violation results in a detention and so forth.
- After the first detention, a communication will be sent to the parents and student about future consequences should the behavior continue.
- A parent/teacher meeting may be scheduled at the time of the second detention.

## **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***

### **Smartwatches**

Students may not wear smartwatches, Fitbits, Gizmos, etc. or any device that can send or receive messages, connect to the internet, or communicate with other devices. These items should be turned into the homeroom teacher at arrival and picked up from the teacher at dismissal.

Additionally, airpods, electronic games or devices, personal CD players, laser pointers, and other valuable items should not be brought to school.

With permission from a teacher or the building administrator, students may bring electronic readers, Kindles, or tablets for reading only. Students are responsible for the proper use and safety of their devices. The school is not responsible for lost, damaged, 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 must power down the cell phone and place it in his/her backpack or pocket upon entering the school building.
- Students in grades 4 and below must turn the phone into his/her teacher who will place it in the morning envelope to the school office.
- Students in grades 5-8 must place phones in an assigned pouch in their homeroom, designated by the teacher.
- The student may retrieve the phone once he/she has been called for dismissal, not while waiting to be called for dismissal.
- No cell phone may be used at school until dismissal has concluded.
- Students may not use cell phones while waiting for the afternoon second (late) 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.

### **Cell Phone Policy for After-School Clubs**

Students participating in after-school clubs or activities supervised by a teacher are expected to follow the school's cell phone policy. Failure to follow these rules may result in the phone being taken by the teacher until the end of the activity, or the student losing the privilege of bringing a phone to after-school clubs.

- Cell phones must be turned off and kept in a backpack, purse, or locker during club meetings/activities.
- Phones may not be used for calls, texting, taking pictures/videos, or social media during the activity.
- With teacher permission, phones may be used for educational or club-related purposes.
- Parents who need to contact their child should call the school office or the supervising teacher's classroom phone, not the student's phone.

## ***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 and Epipen, 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.

## **Medicinal Cannabis**

The Diocese of Covington prohibits the use of medicinal cannabis on school property and at school sponsored events.

## **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 programs 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 transferable objects with which the infested person had contact. While nits are not mature 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*

### **Snack**

If your child(ren)'s classroom eats a morning snack, he/she may only have fruits, vegetables, and/or a cheese stick. All other food items can be saved for them to eat at lunch.

### **Water Bottles**

Students may carry a water bottle and refill it at the bottle filling stations or water fountains located throughout the school. Only still, unflavored water may be in water bottles.

### **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. Approved birthday treats may either be eaten at lunch or taken home, they may not be eaten in the classroom. 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 (snack and drink only) in the school office. Treats will be delivered to classrooms.

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



## **Candy & Gum**

Students are not permitted to consume candy or gum at school unless explicit permission is given for it to be eaten in that teacher's classroom. A behavior violation will be given the first time a student is found chewing gum or eating candy without teacher permission during the school day. Candy and gum should not be stored in lockers nor distributed by students to one another.

## **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. Students are not permitted to use the classroom telephone to call home.

## **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 may purchase hot lunch with milk, juice, or water. Extra food may be purchased a la carte 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. The playground is only supervised during school hours.

## ***Service Hours & Opportunities for Parents***

### 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.

### 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, preschool 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 **parish** 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. Chromebook users may not use the video/recording/camera feature without permission from the supervising adults. 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](#).

## THIRD PARTY SERVICES

Parents permit a child's school Google Account to use third party services that the school has deemed safe to use in an educational setting.

## 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.

**Parents and students are required to read the Parent-Student Handbook and sign an acknowledgment form confirming their understanding of Saint Agnes policies and procedures.**