



## Mission

### Vision

The members of the Saint Agatha Academy community form a partnership providing a strong academic, Catholic education for the children of the parish and community. Central to the purpose of our school is a genuine desire to develop the whole child academically and spiritually. A Catholic school provides a unique opportunity to strengthen our children's relationship with Christ in all that they say and do. Vibrant learning experiences begin with the strong academic curriculum, which provides knowledge and confidence. Personal growth is fostered so that each member of the learning community has opportunities to reach their optimum potential. Ultimately, we desire our students to have the self-discipline and conviction to become leaders who make the world a better place.

Our vision is that, with the assistance of the Pastor and the parish, we will continue the quality education that has been a consistent hallmark of Saint Agatha Academy. Together we can make a difference in the world that is in desperate need of Christians committed to the values, ideals and goals of Jesus Christ, the Son of God.

### *Goals - Guiding Principles*

Saint Agatha Academy will:

1. Emphasize the dignity and worth of each individual through Christian giving and caring.
2. Shape the learning environment to the child's needs and abilities thus promoting self-worth, self-reliance and self-discipline, attaining success to the child's highest potential.
3. Give a thorough introduction to basic truths of the Catholic Faith that will enable the child to understand and live out his/her faith as a way of life.
4. Provide an outstanding academic curriculum based on state and diocesan guidelines and assessment, where the principles of good stewardship will guide the learning experience.
5. Direct each student to accept responsibility for their behavior and thus grow to be spiritually mature persons.
6. Awaken students to global awareness and teach them to love and respect people different from themselves.

## **A Brief History ...**

The Sisters of Divine Providence founded Saint Agatha Academy in 1919. Originally, Saint Agatha Academy was both a boarding school and a school for local students for grade school through high school. In 1968, the high school was discontinued. Montessori classes began in 1977. Throughout its existence, the school has prospered through many changes, holding true to the founding mission of providing spiritual and academic training to nurture the whole child. In 1984, the Sisters of Divine Providence sold the school to St. Joseph Catholic Church. We are now a parish school under the guidance of the Diocese of Lexington.

## **Message to Parents**

We offer this handbook to all families who have children in Saint Agatha Academy. In this handbook, you will find our school procedures clarified. Please read this booklet and keep it as an available reference. Please note that the principal retains the right to amend the handbook for just cause. Parents and students will be notified of any changes.

## **U. S. Conference of Catholic Bishops**

“Our vision is clear: our Catholic schools are a vital part of the teaching mission of the Church. The challenges ahead are many... We, the Catholic bishops of the United States, in cooperation with the total Catholic community, are committed to overcoming these challenges...because the Catholic school’s mission is vital to the future of our young people, our nation, and most especially our Church.”

Renewing Our Commitment to Catholic Elementary and Secondary School in the Third Millennium, 2005

## **Nondiscrimination Policy**

Saint Agatha Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs or athletic and other school-administered policies.

## **Academic Information**

### ***Religion***

As stated in our Mission and Guiding Principles, the religious and moral training of our students is the most important part of our program. All students, both Catholic and non-Catholic, receive this training as one of our core subjects. The religion classes follow the

curriculum guidelines established by the Diocese of Lexington and are under the jurisdiction of the pastor of St. Joseph Catholic Church.

Students and supervising teachers attend Mass at least once each week. School Mass is at 8:30 a.m. on Thursdays. Parents are welcome and encouraged to attend.

For Catholic students, the Sacraments of First Reconciliation and First Communion are celebrated in the second grade. All second grade students learn about the sacraments.

Prayer and the richness of our Catholic culture are introduced as an intrinsic part of the school experience at Saint Agatha Academy. We begin the school day with prayer. Students learn about and celebrate the lives of the Saints, traditional devotions, prayers and observances, by participating in prayer services and activities that are scheduled throughout the year.

Opportunities for service put faith into action and are a part of our school's way of guiding students into their role as future Christian leaders. All classes from Kindergarten through 8<sup>th</sup> Grade have service projects, in addition to school-wide service projects.

### ***Academic Area***

In addition to Religion, the students of Saint Agatha Academy receive a solid program of academic subjects that include Reading, Spelling, Vocabulary, Phonics, Grammar, Writing, Literature, Mathematics, Science, Social Studies, Spanish, Art, Music, Physical Education, and Computer. Provisions are made for individual needs that include additional instruction and review, modifications to accommodate learning disabilities and opportunities that can allow students to excel beyond grade level instruction.

### **Admission Information**

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Registration for an upcoming school year usually begins in January/February and consists of three phases ending in open enrollment as space permits. Due to the high demand and limited space, we have a waiting list and a registration procedure. As we look at growth in the Montessori Program, we must distinguish between ***SAA Registration*** for Montessori, Kindergarten and Grades 2 – 8 and ***Registration for First Grade***. In the

future, it is possible that we may have more students coming out of our Full-Day Montessori and our Traditional Kindergarten then we can accommodate in 1<sup>st</sup> grade.

### ***SAA Registration of Current Families - Phase 1***

During this phase parents of students already enrolled in the school have the opportunity to re-enroll their children and add any siblings that will be new to the school, with the exception of 1<sup>st</sup> Grade Registration. \*See 1<sup>st</sup> Grade Registration discussed below.

### ***SAA Registration of Parishioners - Phase 2***

Parishioners of St. Joseph Catholic Church in Winchester and St. Patrick Church in Mt. Sterling have the opportunity to enroll their children. Parishioners receive the in-parish rate for tuition.

### ***SAA Open Registration - Phase 3***

The waiting list will be used to fill any available spaces. The waiting list is a list developed from people who contact the school about registering their child. Families with children on the waiting list are contacted each year in order to keep them active. People will be called from the waiting list based on the order in which they were placed on the list.

We will also maintain a *Future Contact* list for people who wish to be contacted when the new official waiting list for a given year begins. This list allows a family to let us know of their interest more than one year in advance.

### ***\*1<sup>st</sup> Grade Registration***

The fact that in the future, not all students will be accepted into Saint Agatha Academy's 1<sup>st</sup> Grade will be made clear when families initially register their children. In the event that we have more Kindergarten students (includes Full-Day Montessori and Traditional Kindergarten) attending Saint Agatha Academy than we can accept into 1<sup>st</sup> Grade, we will use the registration protocol listed here:

Current families who are Parishioners enroll first.

The next to enroll are Parishioners of St. Joseph Catholic Church in Winchester and St. Patrick Church in Mt. Sterling.

Phase 3 is for current families who are non-parishioners to enroll their children.

If space remains in the class, we will contact people on our waiting list.

### ***Registration – Age Consideration***

Saint Agatha Montessori accepts children who are three years of age or four years of age on or before October 1<sup>st</sup>. A five year old who has reached that age on or before October 1<sup>st</sup> may be accepted if he/she has had previous Montessori training.

In accordance with Kentucky State Law, Saint Agatha accepts children in the Kindergarten program who are five years old on or before October 1<sup>st</sup>. If a child is entering the first grade, he/she must be 6 on or before October 1<sup>st</sup>.

### ***Registration – Mid-Year Acceptance***

If a student requests enrollment in Saint Agatha Academy after the school year has begun, they will be asked to provide several items as prerequisites to determining whether the student will be accepted. We ask for the following: the student's last grade card/progress report, a letter of recommendation from the child's current teacher or principal, a letter from the parent/guardian explaining the reason for changing schools, and a parent interview with the principal. Students who are accepted under these circumstances will also have a four-week probationary period.

### ***After School Program***

After-Care services are available for K-8 students through the Clark County Children's Council. Program hours are 2:45 – 6:00 PM. For details and sign up, please call 745-1905.

### ***Arrival and Departure***

School doors open at 7:20 AM. Students come into the building and report immediately to the cafeteria or designated area. School staff supervises waiting students. Students are dismissed to homerooms between 7:30 and 7:40 AM. Class begins at 7:50 AM. The Montessori afternoon session begins at 11:45 AM. Students should report directly to the Montessori classroom.

Because of the shortage of parking at the school, we have staggered the dismissal times. Weather permitting teachers will bring departing students to the front of the school to wait for pick-up. As parents or designated adults come for students, the student must notify their teacher before they leave the school grounds.

The end-of-the-day dismissal procedure is as follows:

1. **Bus** students will be dismissed at 2:40 PM. A supervising teacher will meet bus students at the front gate and direct students to waiting bus.

2. **Carpools and walkers** are dismissed at 2:45 PM.
3. **After-Care** students will be dismissed to the appropriate supervised place.

### **Asbestos Management Plan**

All Catholic Diocese of Lexington Schools, including Saint Agatha Academy are in compliance with both national and state regulations and laws relating to building materials which contain asbestos that have been used in construction in past years.

An inspection for building materials that contain asbestos has been completed for all school buildings owned, leased or otherwise occupied by the Diocese. This inspection has been conducted and the material samples were evaluated by an accredited laboratory. Building materials containing as little as two percent (2%) asbestos or assumed positive have been identified and made a part of an Asbestos Management Plan for the school system.

A complete Asbestos Management Plan for the school is available for review from the school principal during regular business hours. Precautions will continue to be utilized in order to protect the well being of students and employees.

### **Attendance**

When a student is absent from school, the parent or guardian is asked to notify the school office by 10:00 AM by calling the school office at 744-6484. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Saint Agatha students.

State and Diocesan regulations require that a student present a written excuse from a parent or guardian for each absence.

We ask that you try to make dentist, doctor and other appointments at times other than during school hours. If appointments are made during school hours, the responsibility to make up the work missed, to the satisfaction of the teachers, rests with the parents.

Excused absences include illness, funerals, and other situations determined as an emergency by consultation with the Principal. All other absences, including vacations, are considered unexcused. Unexcused absences can be detrimental to a child's educational progress and should be avoided. The parents must assume the responsibility for such absences.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:50PM – 3:30PM. For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Teachers are not required to give make-up tests or assignments for absences due to vacations. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Any student who arrives after 7:50 a.m. is marked tardy. For a tardy to be counted as excused, a written excuse from the parents must be presented at the school office, or the parent must escort their child to the office and sign them in. The school secretary will give the late student a pass to get into class. No perfect attendance will be given to students who have 3 or more unexcused tardies. An excessive number of late arrivals to school place a child at a disadvantage. Necessary classroom directions and assignments are missed when a child arrives late to class. If tardiness persists, a meeting with the Principal will take place to resolve the problem.

A tardy is recorded for a student who is absent up to 3 hours of the regularly scheduled school day. One-half (1/2) day attendance shall be recorded for a student who is absent 3-5 hours of the regularly scheduled school day. A full-day absence shall be recorded for a student who is absent 5-6 hours of a regularly scheduled school day

### ***Leaving School***

No child is permitted to leave the school premises until dismissal, without permission from the school office. If a child is to leave school with someone other than the parent or guardian, for the child's safety, written consent from the parent or guardian must be given to the office.

If a child has permission to leave school early, the student must be signed out by the adult. A Sign-In/Sign Out log is located in the school office.

If there is a restraint court order, this document should be submitted to the principal and a copy kept on file in the school office.

### ***Truancy***

Leaving the school grounds or being absent from school without parent permission will result in disciplinary action.

### **Birthday Observances**

Students must receive prior permission from homeroom teachers before a snack/treat is brought to school. If and when a treat is to be given out, it is the decision of the teacher or principal.

### **Child Abuse**

Saint Agatha Academy abides by the Child Abuse Laws of the state of Kentucky. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. Any school authority having reason to believe that a child enrolled in the school has suffered any wound, injury, disability, or condition indicating abuse or neglect must by law immediately report to the proper authorities.

### **Communication**

#### ***Home/School Communication***

Saint Agatha Academy is committed to keeping school families informed. We endeavor to do this in the following ways:

1. A weekly newsletter is sent home each Wednesday. An envelope is sent home with the oldest child in the family. As part of this newsletter, you will receive a cafeteria menu and news items about students, school programs and events. If you have an item you wish to be included in the newsletter, please contact the office by Monday. Parents are asked to read the information thoroughly each week and return the envelope by Friday of the same week.
2. The school office telephone number is 744-6484. If it is necessary to speak to your child's teacher, please call the school office and leave a message with the school secretary or on the teacher's voice mail.
3. Our school web site is [stagatha.net](http://stagatha.net) or [www.discoverstagatha.com](http://www.discoverstagatha.com). Log on for general school information, up-dates on fund raising events and links.
4. Teachers are encouraged to keep in contact with parents via notes, classroom newsletters, e-mail, phone calls, etc. Teachers place their student instruction and supervisory duties first on their list of priorities. Please allow one to two days for return calls. Please do not call teachers at home.

5. Conferences with teachers should be prearranged. Parents, teacher(s) or the Principal can request conferences.

### ***Principal***

The principal is available via email as well as telephone. If a parent needs to talk to the principal concerning a serious matter or has a complaint or grievance, please do the following:

1. Put the matter to be discussed in writing
2. Leave it in the school office or email it to the principal
3. The principal will contact you to set up an appointment
4. Since most solutions to a problem are a joint effort, come with some written solutions or ideas for improvements.

All communication will remain confidential.

### ***Teacher/Parent/Student***

Open lines of communication are an important means of strengthening the cooperative efforts among students, parents and teachers. Parents are encouraged to call the school whenever questions and/or concerns arise. If there is a problem, please follow this sequence of action:

1. Parents need to discuss any problems concerning their child with the teacher first.
2. If a satisfactory solution to the problem has not been reached after reasonable discussion with the teacher involved, parents may contact the principal to help find a solution.
3. A conference between parent, teacher(s) and principal will be held to further discuss possible ways of solving the problem. Please remember that discussion is to focus on finding solutions that will be in the child's best interest.

### **Counseling Services**

The school contracts with Catholic Social Services for a school counselor. Our counselor will be at our school two days per month and during emergency situations, should they arise. Students may refer themselves, or be referred by parents, teachers or principal. Feel free to contact the school if you have questions about this program.

## **Discipline**

One of our goals at Saint Agatha Academy is to help the students develop self-discipline. A teacher is authorized and encouraged to contact a parent/guardian by note, e-mail, phone call or conference whenever there is a concern about student responses or behaviors. Our discipline plan is designed to foster necessary communication between Principal, teachers, students and parents, as well as match the consequence to the offense. Efforts are made to help the student make the connections between the infraction and the consequence.

A sequence of consequences is part of the discipline plan and designed to address repeated inappropriate behavior. Depending on the seriousness of the offense, a teacher or the Principal may move directly to the appropriate consequence without having taken all the steps listed. Below are the usual consequences of disciplinary action.

***Time-Out*** is used when students are disruptive. If misbehavior after appropriate warnings persists, the student may be asked to remove himself or herself from the classroom activity. Time-Out may be time used to have the student fill out a Refocus Form. The instructor or supervisor will designate the location of the time-out and the length of time the student must wait before they may return to the learning activity. A situation where the student's behavior is disruptive and/or defiant may result in the immediate removal of the child from the class. Parents may be notified and required to take the child home.

***Loss of Playtime*** may result if a student chooses not to comply with the guidelines and expectations. A student who loses their independent play time will be asked to walk during recess rather than individually choosing their own play activity.

***After-School Detention*** is assigned for repeated inappropriate behavior and/or more serious infractions. A student serving after-school detention will be under the teacher or principal's supervision for 1 hour, from 3:00 p.m. to 4:00 p.m. Parents will be notified prior to the assigned detention. Parents are responsible for making transportation arrangements for their child.

***Suspension*** involves the removal of the child from the classroom for a significant amount of time. Parents will be notified as to the time when the suspension will be served. The parents and the child must meet with the Principal in order for the child to gain admittance back into class. The student will receive zeros for any class work due during the time of suspension. Suspension is a consequence given in response to a serious infraction or re-occurring behavior problem.

***Expulsion*** is permanent removal from school. The Principal and Pastor confer to determine a plan of action at this level. If a student participates in actions that present a

threat to the school environment, or if efforts to modify behavior have been unsuccessful, the school has the right and obligation to expel the student.

### **Drugs and Alcohol**

No illegal drugs or non-prescribed drugs are permitted on school property or at school sponsored events. No consumption or possession of alcohol is permitted on school property or at school sponsored events. Adult sponsored events that have obtained approval to serve alcohol are exempt. No students who are under the influence of alcohol are permitted on school property or at school sponsored events. If a student is suspected of being under the influence of drugs or alcohol, the parent will be notified immediately.

### **Emergency Dismissal**

In case of earthquake, tornado, fire or other emergency, an emergency plan for releasing students must be followed. Parents or a designated person must sign out a student before leaving with that student. All students must be accounted for in an emergency situation

### **Emergency Drills**

In accordance with state regulations, fire, tornado and earthquake drills are held regularly. The exit routes and procedures for each type of drill are posted in each classroom. Students are expected to remain silent and to follow the safety regulations for all drills.

Saint Agatha Academy has an emergency procedure plan in place in compliance with diocesan policy. Each year the school personnel are trained in the safety procedures as identified by this school's emergency plan.

### **Extra-Curricular Activities**

Band Students in grades 5 – 8 have the opportunity to participate in our Band program. We offer Beginning Band and Advanced Band. Instrument rental information and program details are presented at the start of each school year.

Middle School students may choose from the following activities:

KYA Kentucky Youth Assembly gives students the hands-on experience of government. Students draft and present congressional bills and serve as a variety of governmental officials, and interact with students from across the State of Kentucky in mock-government sessions.

The Wave is our school store. The 7<sup>th</sup> and 8<sup>th</sup> grade students may apply for the positions of manager, assistant manager and sales representatives. Over the course of the school

year, they run the store and are responsible for the many tasks and decisions, as they step into the world of business.

Yearbook staff creates our school yearbook. All interested middle school students may choose to work on yearbook after school. We now do the entire necessary layout digitally, which blends creative skills with technology skills.

### **Field Trips**

Field trips are educational and planned by the teachers; therefore, all students should participate. Permission slips for every field trip must be signed and dated by a parent or guardian and returned to school along with designated fees before your child will be permitted to participate.

Uniforms are worn on field trips unless otherwise stated. All the necessary information for the trip will be included with the permission slip.

Parents drive students to most field trip destinations. To be an approved driver, parents must have Virtus Training and a background check on file at the school. Drivers must also have an insurance form on file for each vehicle they use to transport students. Contact the school office for the appropriate forms.

### **Financial Obligations**

#### ***Tuition***

The Saint Agatha Academy School Board recommends the tuition and fees annually. The St. Joseph Finance Committee approves the rates. You will be notified of the tuition and fee amounts through school newsletter and/or mailing. Tuition costs cover the salaries and wages and most customary operating expenses. The cost to educate your child is greater than the tuition each family is charged. The remainder of the funds needed to provide for your child's education comes from the following sources: student fees, St. Joseph Church subsidy, St. Joseph Church Tuition Assistance, PTO and Team FUNdraising activities, gifts and grants.

#### ***Fees***

Book fee is paid directly to the school. 50% of the book fee is paid upon registration. The balance is billed in August to be paid by August 31.

#### ***Payment Options***

**Option #1 – 100% Prepayment by July 15** – Payment must be made to the school office.

**Option #2 – Biannual Prepayment** – 50% of tuition is due to the school by July 15<sup>th</sup>. The balance is due on December 15. The family must sign a written agreement which will be on file at school.

**Option #3 – Monthly Payment (FACTS Program)** – Monthly tuition payments will be automatically deducted from your checking or savings account beginning in June through May (12 month cycle). There is a **\$38 processing fee** per family **each year** to enroll in this program. You must enroll (re-enroll) online through e-cashier or submit a paper form by May 15 to the school office. The enrollment fee will be assessed with the first month's deduction. A missed payment will be assessed a \$25 fee by FACTS and may incur a fee from the financial institution. The missed payment will be reattempted by FACTS within 20 days.

### ***Tuition Assistance***

A limited amount of tuition assistance is available. To request assistance, families must speak with the principal and be enrolled in the FACTS program. An application for assistance is available through FACTS Grant and Aid program at [www.factstuitionaid.com](http://www.factstuitionaid.com). The cost for the application is \$20 payable upon submission to FACTS.

### ***Delinquent Tuition***

Students with a balance from the previous year will not be admitted to Saint Agatha until paid in full.

### **Grading**

- A – 100 – 93
- B – 92-85
- C – 84-76
- D – 75-70
- F – 70 and below

### ***Midterms***

Midterms are issued to students' midway through each marking period in grades 3 - 8. Midterm reports are to be signed by the parent and returned to the homeroom teacher. Reports on student progress or parent / teacher conferences occur whenever necessary.

### ***Promotion***

Students are promoted to the next level on an annual basis. If a student does not attain satisfactory achievement, the possibility of retention will be considered. Parents are kept informed of the student's progress through Report Cards, Progress Reports, parent-teacher conferences, and communication from the Teacher and/or Principal. The parents are always consulted about retention and the best possible decision is made for the good of the student. The school makes the final decision and has the right to retain students who do not achieve at the given grade level.

### ***Report Cards***

Report cards are issued three times (approximately every 12 weeks) each school year. Middle school students receive percentage grades and primary students receive letter grades. Kindergarten and Preschool students receive age appropriate reports on their progress.

Student Assessment is based on the following:

1. Class Participation: Listens attentively, manifests interest, does background reading, gives considered opinion, and has positive attitude toward learning situations
2. Personal Development / Study Habits: Attitude toward learning situations, interaction with others, respecting rights of others, demonstrating responsibility, and coming to class prepared
3. Written Assignments: Class work and homework assignments are completed in a thorough and timely manner; unless otherwise designated, work should be the child's own original work.
4. Test Results: Scores from the use of teacher-made tests and quizzes, textbook exams, completion checklists, performance task assessments, classroom observation, oral questioning, project matrix and other assessments to determine the student's grasp of the subject matter contribute to the student's grades on progress reports and report cards.

### ***8<sup>th</sup> Grade Commencement***

Ceremonies marking the successful completion of the work required of our 8<sup>th</sup> grade students take place at the end of the school year. Saint Agatha Academy celebrates by having a Commencement Mass, recognition ceremony and reception.

### **Harassment/Bullying**

Harassment means transmission of repeated verbal, nonverbal, electronic, or written communication; a physical act committed; or any other behavior committed by a student against another student with intent to injure, intimidate, humiliate, alienate, or threaten resulting in:

1. Physical harm
2. Damage or theft of student's property
3. Disruption of the orderly operation of the schools

4. Creation of a hostile environment that substantially interferes with a student's educational benefits, opportunities, performance, or a student's physical well-being.

Harassment, as defined by this policy, is a serious violation prohibited in Catholic Schools within the Diocese.

Adapted from the Harassment Policy for the Catholic Schools,  
Diocese of Lexington, 4004.2.2 *Harassment*  
Approved by: Bishop Ronald W. Gainer –July, 2009 and Saint Agatha Academy School Board –  
September 8, 2009

### ***Consequences for Harassment/Bullying***

Teachers will follow these steps:

1. Each verified incident of bullying will be documented in writing.
2. At the time of the second verified incident, the offending child will be instructed to call his/her parent in the presence of the teacher and explain his/her inappropriate behavior. The teacher will ask the parent to discuss the incident at home and come up with a plan for dealing with peers in more appropriate way. Document will go home with the child and parent to complete. Document must be returned the following day.
3. If there is a third verified incident, the student will be removed from class until a conference can be scheduled with the student, the parents, the teacher, and the principal. Appropriate disciplinary measures will be discussed at this time.

### **H.O.P.E. Hours / Hours of Parental Enthusiasm**

The vitality and effectiveness of Saint Agatha Academy depends upon the commitment of parents. In order to help promote family involvement, parents are asked to be involved in the life of the school.

Each family is asked to complete 10 volunteer hours for the school.

The following activities qualify as active fundraising:

- Working Bingo
- Active membership on Team FUNdraising, Team Marketing, PTO Team, Technology or Team Development
- Working at any fundraising event(s) or in support of those events.

The following activities qualify as classroom, lunchroom or school office volunteering:

- Working in the classrooms, doing maintenance or upgrades at the school
- Volunteering to help in the lunchroom during lunch
- Helping in the office with the Wednesday envelope
- Assisting with field trips will not count toward volunteer hours.
- Being an active Homeroom parent for your child's classroom will meet volunteer hours.
- Coaching one of St. Agatha's team sports will meet volunteer hours.

To keep track of your HOPE hours, a voucher will be available through the office and at all major fundraising events. This voucher must be signed by a designated person at the event or, if working at the school, by one of the office staff. It will be your responsibility to record the number of hours you have worked and return the voucher to the office.

### **Lunch Program**

Saint Agatha Academy serves hot lunch each day school is in session. White milk or chocolate milk is served with each meal and is available to those who choose to pack their lunch. Soft drinks in cans or bottles are not acceptable for packed lunches.

The cost of lunch for students is \$2.50 (10 lunches for \$25). The cost of lunch for adults is also \$2.50 per lunch. Students may purchase milk for \$2.00 for 10 milks. Please pay in advance either weekly or monthly.

Parents should not bring lunch or drink from carry-out restaurants.

### **Medication**

Any medication to be administered to a student must be brought to the school office along with a permission form signed by the physician and/or parent. Medication is to be sent in the original container. Specific instructions for administering the medication must be included. This procedure is in accordance with Kentucky State Law 2118A.210.

State law now permits students with asthma to keep inhalers with them in the classroom. The teacher and the school office must be informed if a student brings an inhaler.

**PTO (Parent Teacher Organization)**

Saint Agatha Academy PTO is a multifaceted organization whose mission is to support our children and our school. This mission is accomplished through: promotion of open communication between the pastor, the principal, the faculty and parents, financial and volunteer support to address student, school and faculty needs, and facilitation of programs designed to enhance parental understanding of educational methods.

The PTO consists of a committee designed to give parents the opportunity to participate where they feel their time and talents allow. While fundraising continues to be an important part of the PTO, they also focus on hospitality, special programs, public relations, and communication.

All PTO meetings are open to all parents. We welcome and encourage you to attend.

**Records**

To enroll a student, the parent or guardian must supply the following: birth certificate and social security card (copies will be made for our files and originals will be returned), a complete registration form, family commitment form, baptismal certificate (if Catholic) and current Immunization Certificate. Parents will also be asked to provide emergency contact information and up-to-date health and safety information. The parent or guardian will be asked to sign a release form for records from a previous school.

Student records are confidential. Records are available to parents and authorized personnel. Records are updated and maintained from year to year. It is the parent/guardian’s responsibility to notify the school when there is a change in phone numbers, address, and change of employment or guardianship.

In order to be in compliance with Kentucky State Health Laws, students must have the following immunizations up-to-date.

***Immunization Records***

<u>Shot/Test/Exam</u>	<u>Required for</u>
HIB Vaccine (protects against meningitis).....	Kindergarten enrollment
Hepatitis B Vaccine. ....	Kindergarten enrollment
Varicella .....	Recommended for Kindergarten
MMR-1 <sup>st</sup> shot (measles, mumps, rubella) .....	15-18 months
MMR 2 <sup>nd</sup> shot (measles, mumps, rubella) .....	Kindergarten enrollment
Hepatitis A .....	Recommended for 6 <sup>th</sup> grade
Pertussis, Diphtheria, Tetanus Shot .....	Before entering 6 <sup>th</sup> Grade

Physical Exam 1 <sup>st</sup> .....	Within 6 months of entering School, Kindergarten, 6 <sup>th</sup> grade
Meningitis Vaccine (MENACTRA).....	Recommended for 6 <sup>th</sup> grade

***Emergency Contact Information***

Each child must have a current emergency form on file in the school office. We must know how to contact a parent/guardian or designated individual in case of an emergency. Please notify the school if there is a change of address, phone or authorization of who to contact. Parents will be asked to update emergency information each school year.

***Medical Records***

Kentucky law requires that immunization records and school medical examination forms (physical forms) be up to date and on file in the child’s permanent record. Qualified personnel, in conjunction with the school and Health Department, review student records to insure that every child is in compliance with the state regulations.

**School Board**

*The School Board* is comprised of a cross-section of our school community. It includes Catholic and non-Catholic parents, interested persons from the community, St. Joseph Catholic Church parishioners and pastor, and the principal. The purpose of the Board is that of an advisory group that enables representatives to work with school authorities in sharing ideas and in forming policies for the betterment of Catholic education at our school. Meetings are held on the second Tuesday or Wednesday of each month. A list of Board members is available in the school office.

**School Closing or Delay**

In the event of inclement weather, please listen to the television, radio or check the school web site for information relative to school closing. Saint Agatha Academy calls for closings or delays independently from other schools. School is dismissed at the regular time (2:45 PM) on days with a delay in opening.

**Sports**

The Saint Agatha Academy Athletic Committee offers a wide range of sports opportunities. Teams are available for 5<sup>th</sup> through 8<sup>th</sup> grade in boys and girls’ soccer, boys and girls’ basketball, and cheerleading. (We reserve the right to not have a team if there are an insufficient number of students signed up to play.) The Athletic Committee and the school endorse a policy requiring students to maintain academic standards. Details of the policy are handed out at sign-up time each season.

## **Standardized Testing**

Saint Agatha Academy exceeds the program set by the Diocese of Lexington's Office of Catholic Education. We test grades 3, 4, 5, 6, 7, and 8. Students take the latest TerraNova test for academic achievement. Each child's results are reported to parents. The ACRE (Assessment of Catholic Religious Education) is given to students in grades 5 and 8.

## **Technology**

Students at Saint Agatha Academy have access to technology in the following ways:

1. Grades K-8 has computer class once a week in the school's computer lab. In addition to scheduled lab times, all grades access the computer lab under the direction of their core content teachers.
2. Each classroom has at least one multimedia computer. This computer is used at the discretion of the classroom teacher.
3. Some classes have computer centers available in the classroom and are utilized for a number of learning activities.
4. All classrooms have access to TV and VCR/DVD, and where appropriate, overhead projectors, listening centers and tape players.
5. Students have access to the Internet.
6. Smart Boards are available in most classes. Our goal is to expand the use of Smart Boards wherever appropriate.

Saint Agatha Academy's Technology Committee is composed of teachers and volunteers. This committee reviews the school's use of technology and advises the administration with regards to purchase of equipment, up-grading programs and equipment and other improvements. We rely on the expertise of dedicated volunteers rather than paying for IT assistance. (If you have knowledge in this area and would like to join the Technology Committee, please contact the school office.)

## **Testing Referral**

Students at Saint Agatha Academy who are experiencing academic or psychological difficulties can receive testing through Clark County Schools or through private practice. This process creates 3-way communication between parents, school and psychologists

and provides insightful information and recommendations that enable school personnel to better structure instruction to meet the needs of the student

**Transportation**

Transportation of the student is the responsibility of the parents.

**Car Riders:** Riders may be dropped off in front of school in the morning, from the small semi-circle drive behind the church or from the alley behind the school. If you park along the street, please pull to the curb. Stopping in the middle of the road is dangerous and is not permitted. There is a crossing guard in front of the school on Main Street to assist children who cross this street. After school, parents are asked not to park in front of the school near the yellow lines until after the buses leave at approximately 2:35 p.m. **DO NOT DRIVE DIRECTLY IN FRONT OF THE SCHOOL ENTRANCE TO DROP OFF OR PICK UP CHILDREN!**

**Walkers:** A crossing guard is stationed at the crosswalk on Main Street each morning from 7:30 – 7:50 and in the afternoon from 2:45 – 3:00. Please cross only at the cross walk.

**Buses:** Foothill Transportation provides bus service to Saint Agatha Academy. Prior to riding the bus, a form must be submitted to the office for approval. A cost coincides with Foothills Transportation. Saint Agatha Academy subsidizes some of the cost. The process for facilitating students on the bus is a few days. Foothills must reroute every time a student is added. The driver has the authority and responsibility for seeing that the rules and regulations of safe and appropriate conduct on Foothills buses is enforced.

Students are to comply with the driver’s instructions. If a driver finds it necessary to report a pupil for misconduct on the bus, the bus driver will write out a bus incident slip or contact the school. The school Principal will then notify the student’s parents and assign consequences for the misconduct. The Principal has the authority to suspend or expel students from using bus privileges.

**Uniform**

	Girls	Boys
Shirt	<p><b>Montessori – 5th</b> - White or light blue (Knit, Oxford, Broadcloth) short or long sleeve, Turtleneck (white or light blue), peter pan collar</p> <p><b>6-8</b> - White, navy, or red (Knit, Oxford, Broadcloth) short or long sleeve, White, navy, or red turtleneck, Interlock Knit Over Shirt (Purchased from Benedictus) – White, navy, or red</p> <p>*With or without SAA logo*</p> <p><u>A long sleeve shirt may not be worn underneath a short</u></p>	Same

	<u>sleeved shirt</u>	
Shorts	<b>Montessori - 5th</b> – Navy flat front, pleated front, or pull on <b>6-8</b> – Khaki (no more than 2 inches above knee), flat front or pleated	Same
Slacks	<b>Montessori – 5th</b> – Navy flat front, pleated front, or pull on <b>6-8</b> – Khaki flat front or pleated	Same
Skort	<b>Montessori – 5th</b> – Navy or plaid uniform skort <b>6-8</b> – Khaki chino or uniform skort (Purchased from Land’s End, Benedictus or Educational Outfitters) Between fall and spring break, tights must be worn with skort.	None
Jumper	<b>Montessori – 5th</b> – Drop waist plaid jumper or skirt (Purchased from Land’s End, Benedictus or Educational Outfitters) *Shorts must be worn underneath*	None
Sweater or Vest	Navy Crewneck, V-neck or buttoned cardigan *No zippers*	Same
Sweatshirt	Navy crewneck with or without SAA logo Collared shirt or turtleneck must be worn underneath *No zippers*	Same
Socks	Navy or white crew or ankle above the ankle Socks may not have logos	Same
Tights	<b>Montessori – 5<sup>th</sup></b> - White, navy <b>6-8</b> – White, navy, regular skin color	None
Shoes	Closed heel and toe shoes (e.g. sneakers) No backless shoes, sandals, or crocs	Same
Belts	Belts must have buckles, belts with slacks with belt loops	Same
Make-up	<b>Montessori – 5<sup>th</sup></b> – None <b>6-8</b> – Natural look	None
Hair	Hair should be a clean cut.	
Sweat suit	SAA sweat suit (issued in previous years) may be worn on Gym day	Same

Slacks and shorts must be without decorative stitching, logo, hip hugger, low-rise, patch pockets, holes, slits, or rips.

Shorts may be worn until Fall Break and again after Spring Break.

Out of uniform days permit students to dress according to the activity of that specific school day. Such items as bike shorts, short-shorts/skort/skirts, tank tops, shirts with off-color slogans, low-cut blouses, exposed midriffs or tight pants are not permitted.

### Visitors

Saint Agatha Academy welcomes visitors to experience our community. Parents are required to stop at the school office to drop off forgotten assignments, books, lunches,

etc. The school secretary will get these items to your child without disruption to regular classroom instruction. Whenever visiting school for any reason, you must report to the school office to sign in and receive a visitor's nametag. The nametag is to be worn while you are assisting / visiting in the school. Parents are more than welcome to have lunch with their child as long as they are signed in.

### **Volunteers**

#### ***Criminal Records Check***

All adults who work or volunteer in the school, including chaperones, must have a criminal records check on file with the school. Forms can be picked up in the school office at any time. If the records check indicates areas of concern, it is the duty of the school administration, after consultation with the appropriate authorities, to restrict that individual from designated access in the school.

#### ***Virtus Training / Protecting God's Children***

The Diocese of Lexington requires that all employees and volunteers who supervise children take Virtus Training. This is a sexual abuse awareness program. Contact the school office or check the school web site for up-coming training dates.

1. Creating a hostile environment that substantially interferes with a student's education to the extent that it affects a student's performance in school, educational opportunities, or the student's physical or psychological well-being.

Adapted from the Harassment Policy for the Catholic Schools,  
Diocese of Lexington, 4004.2.2 *Harassment*

Approved by: Bishop Ronald W. Gainer – June 2005 and Saint Agatha Academy School Board –  
September 8, 2009

### **Weapons, Violent Behavior & Threats of Violence Policy**

No weapons are permitted on school property. Carrying, using or possessing any firearms or other deadly weapons, destructive devices, or explosives on school grounds, in any vehicle or at any school-sponsored activity is strictly prohibited. Students carrying a weapon will be expelled.

No violent behavior is permitted on school property or at school events.

No threats of violence to school employees or students are permitted. This includes mail, telephone, or electronic threats. If it is determined that a student has threatened violence, the parents will be notified immediately. The student will be suspended until a complete psychological evaluation deems the student safe to return to school. The principal and

parent will meet to review the evaluation and a decision will be made by the principal regarding the enrollment of the student.

**Withdrawals**

Parents should notify the Principal if you withdraw your child. We will conduct an exit interview to verify the date and reason for withdrawal. The student's permanent records will be mailed to the new school upon request under the condition that all textbooks and library books are returned and outstanding bills paid. It is the parent's responsibility to get the child's report card and personal possessions on the child's last day.

**Saint Agatha Academy  
Student Handbook  
Acknowledgement Form**

This page is to be signed by all students in grades MK-8 and all parents indicating that they have read this handbook. After signing, tear this page out and return it to school.

I (we) have read the Saint Agatha Academy Handbook for the 2009-2010 school year. I (we) will support the rules and regulations set therein.

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_