

Saint Agatha School

2011-2012

### **Mission**

Saint Agatha Catholic School fosters academic excellence and spiritual, emotional and social well-being for our students and families. In partnership with parents and community, we are dedicated to nurturing enthusiasm for learning and love of God to help each student reach his or her full potential.

1880 Northam Road

Columbus, Ohio 43221

488-9000 Fax 488-5783

Nurse & Attendance

545-6812

[www.saintagathaschool.org](http://www.saintagathaschool.org)

### **Administration and Staff**

Mrs. Lucia McQuaide    Episcopal Moderator / Superintendent

Father Dan Ochs        Pastor

Mrs. Joan Mastell      Principal

Mrs. Valerie Huffman   Kindergarten

Mrs. Donna Bovitz     Grade 1

Mrs. Amy Fredrick     Grade 1

Mrs. Betsy Ireson      Recess / Grade 1 Aide  
Mrs. Lori Feyko      Cafeteria / Grade 2 Aide  
Ms. Bernadette Buzenski      Grade 2  
Mrs. Janette Crowley      Grade 2  
Mrs. Barbre Snyder      Grade 3  
Mrs. Veronica Stemen      Grade 3  
Mrs. Molly Ghiloni      Grade 4  
Mr. Jim Reelhorn      Grade 5  
Mrs. Sarah Witt      Grade 5  
Mrs. Vickie Brake      6 /MS Math  
Dr. Dan Keller, Ph.D      Grade 7/ MS Science  
Mrs. Patrice McCarron      Grade 7/ Language Arts  
Ms. Christine Gehring      Grade 8 Health / K-8 Physical Education  
Mrs. Teresa Whitman      Grade 8 / Guidance Counselor  
Mr. Nicholas Moore      Technology Coordinator / MS Soc. Studies  
Mrs. Ann Carroll      K-8 Art  
Mrs. Janice Casillas      Music  
Ms. Katherine Florian      Music  
Mrs. Sylvia Cover      Librarian  
Mrs. Bernadette Mason      Computer  
Mr. Mike Renzi      Band  
Mrs. Marta Morales      Spanish  
Mrs. Vicki Strausbaugh      Secretary  
Mrs. Sandy Menduni      Secretary / Bookkeeper  
Mrs. Anna Marie Genzen      Director-Food Services

Mrs. Maureen Dundon Assistant-Food Services

Mr. Dave Roby Maintenance

#### **Religious Education**

Mrs. Jeanne Altiero, Director 488-4975

Mrs. Carol Stroemer Secretary

#### **Child Care Enrichment**

Mrs. Patty McClintic, Director 488-3322

Ms. Keri McClintic Kindergarten Teacher

#### **Auxiliary Services Personnel(State Funded)**

Mrs. Julia Redmond School Nurse 8:45-12:45 (545-6812)

Mrs. Linda Evans Intervention Specialist Mon.-Thurs.

Mrs. Andrea Flinta Speech/Language Therapist Tues. a.m. and Fri. a.m.

#### **Saint Agatha Catholic School**

Saint Agatha School, Kindergarten through 8th Grade, is located at 1880 Northam Road in Upper Arlington, a residential community of Columbus, Ohio. The school is part of the Catholic School System of the Diocese of Columbus, and as such, is under the direction of the Diocesan Office of Catholic Schools (221-5829). It also meets the standards set for elementary schools by the State of Ohio's Department of Education.

The school building, renovated in 2008, is an H-shaped, one-floor, handicapped accessible plan which houses sixteen classrooms, a library learning center, a computer lab, art room, music room, individualized instruction areas, cafeteria, gymnasium-auditorium, administrative offices and storage rooms. Multimedia materials and equipment are available to teachers and students for enhancing and individualizing instruction.

#### **Security**

Security of students and staff is of the utmost concern. Policies and Procedures exist to address school security and can be found in the main office. The only entrance during the school day is the one at the main entrance of the school off the playground on Northam Road, which has a security camera and buzzer system.

## **Visitors**

All visitors and volunteers are asked to sign in at the school office and to wear a volunteer or visitor badge. Students from other schools may only visit with the permission of the teacher and Principal.

## **Saint Agatha School Board**

The School Board shall function as an advisory board whose purpose shall be to develop and define the policies that govern the operation of the school. Its primary concern is the intellectual and spiritual development of the students.

The School Board consists of the Pastor, the School Principal, Home & School Association President, Past School Board President, and nine elected members whose children attend Saint Agatha School or are registered parishioners of Saint Agatha Church. Elections are held in May, in conjunction with Parish Council. Three members are elected each year for a three-year term.

Open meetings are conducted the second Tuesday of each month at 7:00 p.m. in the school library. There is no meeting in July. Parents are encouraged to attend any regularly scheduled meetings of the School Board.

In order to be on the agenda, non-members requesting to address the Board must submit a request to speak in writing at least seven (7) days in advance of the Board meeting. In urgent situations, this seven (7) day written requirement could be waived by majority vote of the School Board. Specially called meetings may not be open to the public.

Coffee with the School Board, Wednesday, February 22, will be an open forum for round-table discussion with parents after the 8:30 A.M. Ash Wednesday Mass.

The School Board includes the following five regular committees: Academic, Planning and Development, Marketing and Public Relations, Finance, and Policies & Regulations. A School Board member chairs each of these committees. Ad hoc committees such as Technology and School Climate have been formed. The School Board welcomes and encourages interested parents to participate.

### **School Board Members:**

President: Steve Druhan 459-9574

Vice President: Dominic Rotolo 457-3236

Past President: Jayn Warner 825-0941

Secretary: Tracy Hatem 921-8445/ Amy Laudo

Jason Best      Stephen Lyons      Steve Valachovic      Andy Ferris

George Kuntz

Paul Glass

**2010 - 2011 School Board Meeting Schedule:**

August 9, 2011	November 15, 2011	February 14, 2012	May 5, 2012
September 13, 2011	December 13, 2011	March 13, 2012	June 12, 2012
October 11, 2011	January 10, 2012	April 17, 2012	

Meetings begin at 7:00 p.m. in the school library.

**Volunteers**

Parents are welcome to volunteer in a variety of ways at Saint Agatha School. Pursuant to Section 109.575 of the Ohio Revised Code, all volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check and the Diocese requires that volunteers must attend the "Protecting God's Children" workshop. To get more information and to register for this training at any parish in the Columbus Diocese, please visit [www.virtus.org](http://www.virtus.org), click on "Registration," select "Diocese of Columbus" as your organization, click "I would like to attend a Protecting God's Children Session," complete the form for location, then submit.

All parents are expected to volunteer at least once in the cafeteria and once on the playground per child annually.

Parents are asked to drive and chaperone field trips. A volunteer driver form must be completed and on file in the school office each year.

The website for the Columbus Diocese contains a Code of Conduct for Volunteers including statements as follows:

- Volunteers faithfully represent and practice the teachings of the Catholic Church with integrity in word and action.
- Volunteers respect confidentiality.
- Volunteers support the rights and roles of parents while ministering to the needs and concerns of minors.
- Volunteers are aware of and comply with all applicable Parish, organizational and/or Diocesan policies with special attention to sexual misconduct, safety, transportation, parental permission, and medical emergency policies.

Unless otherwise expressly permitted, the possession or consumption of alcohol shall not be permitted at any school sponsored event held on or off of St. Agatha property. School Sponsored events shall include all sports activities, fundraising events, or any other type of event held in connection with St. Agatha School. In such cases where there are School Sponsored events where the possession and

consumption of alcohol is permitted, St. Agatha's alcohol policy shall be consistent with that of the state law of Ohio.

### **Religious Instruction**

All students will receive religious instruction according to directives from the Diocesan Office of Religious Education and Catechesis. All classes, except Kindergarten, will attend Mass bi-weekly at 8:30 a.m. (usually Wednesday).

Individual classes will plan special prayer services throughout the school year. As our religious studies focus on Social Justice and Corporal Works of Mercy, we ensure that there are appropriate service opportunities available for all grades. Parents are encouraged to receive the Sacrament of Reconciliation regularly with their children so that their children will associate this experience with family worship rather than classroom regimentation.

### **Sacramental Programs**

Students receive initial instruction concerning the Sacrament of Reconciliation and the Sacrament of the Eucharist during the second grade. Opportunities to celebrate these two sacraments are provided in the spring of the year.

The eighth grade will be prepared for the Sacrament of Confirmation.

All sacramental programs are parish-based as directed by the Diocesan Office of Religious Education and Catechesis and coordinated through the Parish Religious Education Office. A fee is assessed.

### **Altar Servers**

Boys and girls of the parish are encouraged to assist with liturgical celebrations by serving as altar boys/girls. Students in fifth grade are trained as new servers. A Serra Club Server Award is presented to a few eighth grade students who are recognized for their dedication and service.

### **Registration**

Registration for Kindergarten and first through fifth grade students who will attend Saint Agatha will be scheduled after the New Year begins.

The Publicity Committee will plan activities involving parents of potential students. An Information Night will be held in the Parish Hall followed by an Open House. All are welcome and encouraged to attend.

In all cases, families registering for the first time will be required to pay a non-refundable application fee of \$50.00. The registration process at Saint Agatha School follows the Admission Policy as outlined on page 7.

At time of initial registration, the following must be presented:

- Baptismal Certificate - Original or photocopy must be supplied only if child was not baptized at Saint Agatha Parish. (Original certificates will be photocopied and returned.)
- Birth Certificate - Original or photocopy (Original certificates will be photocopied and returned.)
- Custodial Documentation - A certified copy of any child custody order or decree pertaining to the child must be presented at the time of admission.
- Report Cards - For students applying for first through eighth grades.

Registration forms for the next school year are distributed in February to the entire student body and should be returned as soon as possible. Projected enrollment figures for the following August must be as accurate as possible for budgetary purposes. A non-refundable re-registration fee is due with this re-registration form. This fee is applied to the instructional materials' fee. The balance of the instructional material fee is due by August 15.

A middle school informational meeting is held in February for parents and students in fourth and fifth grades and those interested in our middle school programs.

### **Child Custody**

Parents have an obligation to inform the school immediately anytime the custody of a child changes. School officials will need to make a copy of the court ordered document for the child's permanent record. Both the custodial and the non-custodial parent are entitled access to their child's records and to conferences with the teacher, unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Step-parents have no legal rights to records, reports, or conferences without the permission from the custodial parent.

### **Directory Information Notice**

Directory information regarding students will be released in various formats, including school and parish websites, unless a parent notifies the school that such information is not to be released regarding his/her child. Directory information may include names of students, grade level, honor roll and activities. Parents are provided an opportunity to accept or deny this release of information each year on an office form regarding directory information (included in the back of this handbook). Family addresses, phone numbers and other information are gathered in a database and included in a school directory. A parent can request to have this information withheld from the directory via the Directory Information Form.

### **Personally Identifiable Information**

A consent signed and dated by the parent(s) of a student must be obtained to release personally identifiable information that which makes the identity of a student more traceable. Personally identifiable information includes pictures, addresses, social security numbers, ID numbers, personal

characteristics (height, weight, etc.), and education records. The form included in this handbook must be signed and returned to the office.

### **Communication**

Multiple methods are used for ongoing communication: telephone, face-to-face meetings or email, as appropriate. Email may be used for correspondence and to access a link to monthly packets and other important information. Parents will receive monthly packets via the “monthly envelope,” or they want to access it via a link in an email from the office. Parents are encouraged to actively engage in all opportunities for open communication: scheduled or informal conferences, telephone, email, informational meetings, educational program opportunities, attendance at School Board and Home and School meetings, etc. Email addresses are collected and utilized for classroom communication by the teachers and room parents. These email addresses are also utilized for other school communications, as necessary, unless directed by a parent not to do so.

### **Class Observation**

Parents of Saint Agatha students or parents who are interested in enrolling a child in the school are invited to observe the school program. Observations can be made at any time, but in order to avoid scheduling conflicts the school office should be contacted beforehand. Parents are encouraged to observe their child’s classes anytime between October and the end of April, and not before a holiday break.

### **Admission & Placement**

To be admitted to Kindergarten a child must have attained age five (5) by the 30th day of September of the current school year.

To be admitted to the first grade a child shall have attained the age of six (6) years on or before the 30th day of September of the current school year. A child must have attended an accredited kindergarten. Baptismal and health certificates must be presented by the time of enrollment.

When there are more applications from Saint Agatha parishioners for grades K through eight than spaces available, the Principal and staff of Saint Agatha Church will use the following guidelines in determining enrollment priority in descending order:

- a) Parish members in good standing as determined by Parish Office.
- b) Parishioners with
  - 1) children presently in Saint Agatha School or
  - 2) children who have graduated from Saint Agatha School.
- c) Number of years as a parishioner.
- d) Parishioners living within the geographic boundaries of Saint Agatha Parish.

Saint Agatha School will not discriminate on the basis of race, color or ethnic origin in the administration of its educational programs and athletics/extracurricular activities.

While Saint Agatha School has been built and is maintained primarily for the children of our parish, all children are welcome on the following conditions:

- a) Catholic children of other parishes will be admitted only with the consent of their Pastor and when their own parish school is unable to accept them.
- b) Kindergarten does not exceed an enrollment of twenty-five (25) students. The Kindergarten serves Saint Agatha Parish families first. Openings will be offered to non-parishioners if they become available.
- c) Grades one through eight do not exceed an enrollment of thirty (30) pupils per class except at the discretion of Principal and Pastor.
- d) Children transferring from within the Central Ohio area in Grades 6, 7, or 8 will be considered for admission on an individual basis and require the approval of the Principal and the middle school teaching staff.

Once factors of boy-girl balance, and full range of aptitudes within each class have been considered, teachers begin to build a class of children who show promise of working well together. At this point, attempts are made to match pupil and teacher personality and style. Quite understandably, these decisions are based upon observations made by the teachers during the course of the year. While input about a child's individual learning needs is welcomed, parents' comments constitute just one of the many factors that are considered in forming classes. **The final decision on class placement resides with the school.**

### **Class Curriculum**

The Saint Agatha curriculum begins with the Diocesan Courses of Study and state standards (available in the school office and online) and is driven by the students' readiness, interests and learning preferences in order to maximize learning for all students. Instruction is student-centered through whole class, small group and individual learning experiences. All students K-8 receive instruction in all subjects including art, music, library and physical education by licensed specialists.

**Kindergarten:** One A.M. class and one P.M. class is offered. This half-day program provides a transition into a formal school literacy environment with developmentally appropriate activities in all subjects. Parents volunteer in the classroom working with the kindergarten teacher so that the students receive multiple forms of instruction. A full day option, 8:30 a.m. to 3:00 p.m., is available in our Kindergarten Child Care Enrichment Program. It offers a variety of educational and enrichment activities to help develop social skills, self-esteem, creative and artistic skills, and physical fitness.

**Grades 1-2 (Primary):** There are typically two classes of each grade. In the primary grades students experience a self-contained morning focused on reading, writing, and arithmetic. The afternoons are

filled with learning centers and activities which integrate religion, reading, writing, science, social studies, math, art, and music. The Sacraments of Reconciliation and Eucharist are experienced for the first time (2nd grade).

**Grade 3 (Co-op Learning):** The students move from “learning to read” to “reading to learn”. They will have more of an emphasis on Social Studies and Science.

**Grades 4-5 (Intermediate):** There are typically two classes of each grade. In the intermediate grades, students experience direct instruction, class discussion, cooperative learning groups and individual instruction. Projects and activities are utilized in each subject area to give further opportunities for students to develop and strengthen their skills and independence. Students receive instruction from three core teachers.

**Grades 6-8 (Middle School):** Typically, there are two classes of each grade. In the middle school, students change classes for each subject area. A broader curriculum is offered which includes Algebra and Spanish as well as Exploratory electives and an Advisor-Advisee program. Students in eighth grade may receive the Sacrament of Confirmation. While the middle school is located in a separate wing of the school, there are frequent opportunities for the students to interact with the lower grades through “buddy programs.” This fosters responsibility and encourages our older students to serve as positive role models and leaders.

### **Middle School Programs**

The Middle School program is designed specifically for older elementary students and it has many dynamic and different features. An informational meeting is held in February for parents and students in fourth and fifth grades to describe the program and to answer questions.

Programs available to Middle School students include:

- Spanish Language - Spanish instruction, using the Diocesan High School Course of Study, is available to students in the 7th and 8th grades.
- Algebra - Algebra is available to 8th grade students. Students are eligible to earn high school credit based on their performance on a standardized high school placement exam.
- Pride Pack - Inter-grade mentoring teams that foster self-knowledge, social skills and spiritual growth are formed.
- Exploratory - Seventh and eighth grade electives including drama, newspaper, music appreciation, art, etc. are offered.

Other Programs that are available to enhance the Middle School experience include Ropes Team Building course (Grade 7) (off site), and Camp Oty'okwa, an outdoor education retreat for eighth graders.

Academic opportunities include Spelling Bee, Geography Bee, Science Fair, and History Day participation.

### **Graduation**

Graduation exercises at this level should not call for an elaborate ceremony. Diplomas are awarded in church during a Mass for the graduates and their families.

### **Scholarships/Awards**

The Saint Agatha Home and School Association will recognize one student in the 5th, 6th, and 7th grade with a Spirit of Saint Agatha Award and a savings bond. The selection for each award will be based on teacher and Principal evaluation of the objectives of spiritual growth, academic growth, sense of service and school spirit. A committee of the HSA Board members oversees the selection process.

Scholarships to Catholic High Schools are awarded to deserving eighth graders. Each award is based on student essays and teacher and Principal recommendations.

Spiritual growth, academic progress, respectful behavior, sense of service, school spirit, and an appreciation of a Catholic Education are considered in the selection process. The following scholarships are awarded annually:

- Central Ohio Association of Catholic Educators' Scholarship
- Dorothy Klein Memorial Award
- Monsignor Kennedy Memorial Award
- Will Family Academic and Respect Scholarship
- Patricia Shields Female Athlete Scholarship
- HSA Spirit of St. Agatha Community Award
- Dorothy K. Szanjnuk Arts Scholarship

Eighth grade students will be apprised of opportunities to compete for scholarships at Catholic High Schools also.

### **High School Admission**

Saint Agatha is a "Watterson-feeder" school. Families who do not live within Saint Agatha Parish boundaries but go to Saint Agatha School are required to obtain a waiver to attend Bishop Watterson if they are in another high school's geographical area as determined by Diocesan policy. The location of the residence of the student's legal guardian is used to determine the assigned High School. Boys may also attend St. Charles Preparatory High School.

### **Child Care Enrichment**

Saint Agatha Child Care Program offers a fee-based before-and after-school care for students in grades 1-8 and an a.m. or p.m. half-day enrichment program for Kindergarten-age children. You may select a 2, 3, or 5 day program A special program, Club 68, offers supervised after-school study time to Middle School students. Child Care is designed to provide a loving, safe, supportive and enjoyable environment. Care is provided from 7:30 a.m. to 6:00 p.m. For further information call the Child Care Office (488-3322).

### **Instructional Material Fees**

Items included in this fee are: diocesan per capita tax for central office services; computer hardware and software; all report forms; science supplies; audio-visual equipment; student periodicals; duplicating materials and art supplies.

### **Tuition**

Tuition for the 2010-2011 school year is as follows:

#### **Participating Member of Saint Agatha Parish**

One Child \$3,950

Two Children \$7,250

Three Children \$9,900

Four or more Children \$12,500

Kindergarten (full day) \$5,495

Kindergarten (half day) \$2,752

#### **Non-Participating Member of Saint Agatha Parish**

Grades One through Eight \$5,817

Kindergarten (full day) \$6,520

Kindergarten (half day) \$3,750

Kindergarten Enrichment Program 5 days \$65.00/wk; 3 days \$39.00/wk; 2 days \$26.00/wk

### **Saint Agatha School Tuition And Fee Policy**

Families can pay their tuition bill in one of two ways:

1. Full payment of tuition by July 1. This payment will be made directly to the school/parish.

2. Ten automatic monthly payments or four quarterly payments through the FACTS Payment Plan. Payments start in July. Payments can be made on the 5th or 20th of the month.

FACTS payments can be made through checking or savings accounts or VISA or MasterCard. The Annual Enrollment Fee charged by FACTS is based on the following schedule: three to twelve payments: \$38.00; two payments: \$15.00; one payment: \$10.00. These payments are nonrefundable.

If you choose to budget through FACTS, you will authorize your bank to automatically transfer your tuition bill from your checking or savings account. Please be assured that neither FACTS nor the school will have direct access to, or any knowledge about, the status of your bank account. Your bank makes the payment for you directly to FACTS on the day you authorize.

1. Parents who are unable to meet either of these two tuition payment options are responsible for advising the Pastor, or the School Board, and FACTS contact person: Jen Bruno 866-412-4637 #47276 or [jbruno@factmgt.com](mailto:jbruno@factmgt.com) that they are unable to make the tuition payment and why. Extraordinary circumstances will be dealt with as charitably as possible and all cases will be handled in a confidential manner. Failure to pay tuition without explanation is unacceptable.

2. Financial assistance is available from the Columbus Diocese and the Saint Agatha School Dorothy Faber Endowment Fund. Parents who fail to seek assistance from these or other sources are presumed not to require financial assistance. Parents who anticipate problems with payments of tuition should contact the school office to obtain application forms and information regarding financial assistance.

3. If tuition is not received when due, using payment plan (1) the tuition will be subject to the terms and conditions of the FACTS payment plan.

4. Unless arrangements acceptable to the Pastor or the Principal or the School Board are made, or delinquent tuition is paid prior to the due date of the next payment, the School Board will consider alternatives, including the suspension of the student(s), until tuition payments are brought current.

5. No child of a family which has failed to pay all tuition and book fees for all prior years will be permitted to enroll in school at the beginning of any school year, until all tuition and book fees for prior years and book fees and first tuition installment for the current year are paid in full. Exceptions to this policy require the consent of the Pastor, the Principal and the School Board.

6. In order for a family that is a member of the Saint Agatha Parish to qualify for in-parish tuition, the family must be actively participating members of Saint Agatha Parish. Our Diocesan Department for Education states "in order for a family to be acknowledged by the parish as a 'participating member' it is necessary that they be registered in the parish, that they are recognized by the Pastor as a family participating in the sacramental life of the parish; that they contribute time and talent to the ministries of the parish; and in agreement with the Pastor, that they regularly contribute an appropriate portion of their annual income to the financial support of the parish." Participating in stewardship and contributing regularly to the parish offertory are required.

7. Students from other parishes enrolling in Saint Agatha School can receive a subsidy from their home parish. Per Diocesan Policy 3240.0 "Prior to enrolling a child from another parish, the receiving school must obtain written agreement regarding subsidy from the sending parish. It is the responsibility of the parents to obtain this information." Each family must contact the parish at which they are registered to determine anticipated parish subsidy. This written agreement is to be submitted to the receiving school/parish office.
8. Student transfers from other schools in the Diocese will be accepted only if tuition is current at that school.
9. Application Fee: Kindergarten families and any new families will be required to pay \$50.00 per student at time of application. This \$50.00 is not refundable and will partially reimburse Saint Agatha School for the cost in registering new students.
10. Application Fee: Kindergarten families and any new families will be required to make a payment of \$300.00 per student within two weeks of notification of acceptance into Saint Agatha School. The \$300.00 is not refundable and will be applied to the first tuition payment.
11. Families enrolling students in Saint Agatha School during the academic year must prepay the present bimonthly's tuition and instructional material fees before the child or children shall be permitted to attend class.
12. A re-registration fee is due in February. It is not refundable and will be applied to the 2012-2013 fees.
13. Tuition refund: If a student leaves Saint Agatha, tuition for the current quarter and instructional fees will not be refunded. If there is a remaining balance, it will be refunded in full.

#### **Traffic Patterns In The Parking Lot**

Plans are reviewed annually to increase safety and efficiency in the parking lot during the morning arrival and afternoon dismissal. Because the plans are continually being updated and should remain flexible, the best tips are to pay attention when driving, walking, or biking to or from school and to adhere to the directions of those directing traffic during arrival or dismissal. It is also useful to keep in mind the primary goal of reducing the potential for collisions between vehicles and pedestrians or bicycles. Avoid crossing the main traffic stream when arriving or departing on foot or bike. If your children must cross the traffic flow, please accompany them when doing so.

No dogs are permitted on the school property during school hours. Many students are afraid of them and/or are allergic and they may become distractions, causing hazardous driving conditions. In addition, for health and hygiene reasons, they should not be on the playground areas. Exceptions are only for assistance/service dogs.

The present plan contains the following options:

1. Drive-through traffic: The traffic pattern for dropping children off runs counterclockwise. It follows the sidewalk along the entrance driveway, then flows along the driving lane parallel to the bike racks. **Pull up to the end of the bike racks** even if it means your child has to walk a few extra feet. More cars can then drop off or pick up simultaneously, and more space is provided for cars to queue up. **Do not park temporarily in the drive-through lane.** After dropping off your children, please drive to the west end of the lot and exit the driveway. Children must wait on the porch or at the bike racks when being picked up from drive-through traffic.
2. Short-term parking: When parking to drop off children, please turn left before the drive through flow along the sidewalk. Drive to the west end of the parking lot and cross the drive-through flow downstream of the bike rack. Park in the northern rows of the parking lot. This will allow for safer drop off of the children. Please be aware that children will cross in front of traffic. **CELLPHONE USAGE (TEXTING, E-MAIL, OUTGOING OR INCOMING CALLS) IS STRICTLY PROHIBITED IN THE DROPOFF/ PICKUP LINE.**
3. Long-term parking: The parking spaces between the rectory and the bike racks are for long-term parking. Please refrain from parking in these spaces unless you remain parked between 8:10 and 8:35 a.m. during the arrival period or between 2:50 and 3:20 p.m. during the dismissal period. **Vehicles pulling in and out** of these spaces when the drive-through stream is in action **are a hazard** and also cause long delays to the traffic.
4. Pedestrians and Bikes: There are two routes when traveling on a bike or on foot to or from Northam Road. The first one is to follow the sidewalk along the vehicle entrance, rectory, church, and school. The other is to follow the path just west of the vehicle exit to the bike path and take the bike path to the playground. **DO NOT** cross the parking lot. Students riding bikes must wear helmets and skateboards may not be ridden.
5. Please adhere to the 20mph speed limit with the School Zone while travelling along Northam Road. There are children crossing the road at several cross walks.

### **Bus**

Bus routes are published in the Upper Arlington News at least one week prior to the opening of School. Though State law requires that public schools bus students who live two or more miles away from the school, the Arlington system buses students who live outside a mile radius of Saint Agatha School. Students must be regular riders and may not ride the bus on occasion when convenient for them or for their parents. Safety necessitates orderly behavior on the school bus at all times. Misconduct on the bus results in temporary, and possible permanent, suspension from riding the school bus. Any questions parents may have concerning bus transportation should be directed to the appropriate school district. Saint Agatha School is not responsible for setting up the bus schedules or routes.

For further information contact Mr. Jason Sherman, 876-8343, Upper Arlington; Columbus - 365-5074 or 451-0947; Hilliard - 771-0041; South-Western - 801-8550.

Bus rules are very specific. Students may not take the liberty of switching buses to visit friends, etc. Students may only ride the buses of the public school district in which they reside. If a student needs to ride a different bus or get off at a different stop for one day, a note requesting this must be sent to the school office for approval by the Principal and given to the bus driver by the student. Long-term bus changes within the district due to childcare needs require a specific form to be filled out by the parents.

### **Uniforms**

The standard for all uniform clothing is that which is available at one of the uniform shops listed below. All items worn by Saint Agatha students must be in compliance with these standards. The personal appearance of students should conform to acceptable standards of neatness and grooming appropriate for Saint Agatha School and church as determined by the Principal.

Each year prior to the beginning of the school year, a used uniform sale occurs in conjunction with the school supply sale. School uniforms are optional for kindergarten students. If uniforms are worn, guidelines for Grade 1 should be followed.

#### **Boys: grades 1-8**

**Slacks:** SOLID Navy Blue pants, **NO DENIM JEANS, CORDUROYS OR JEANS STYLE SLACKS PERMITTED. Uniform pants must be straight legged. (No flair pants or cargo pants permitted.)**

**Shirts:** Long or short sleeve, light blue knit placket-front shirt **OR** long or short sleeve light blue, button-down, oxford style shirt. **Only plain white short sleeve undershirts are to be worn. Shirts must be tucked in at all times.**

**Sweaters:** SOLID NAVY BLUE cardigan or pullover, V-neck or round-neck. **NO STRIPES, INSIGNIAS, OTHER COLORS OR EXTREME STYLES PERMITTED.** No zippers or hoods on sweaters. Sweaters must be purchased from a uniform store.

**Shorts:** Navy Blue walking shorts, mid-thigh length. To be worn with light blue uniform shirt. They can be worn **ONLY** during the months of **AUG., SEPT., MAY and JUNE.**

**Belts: (Gr. 6-8):** Solid color (black, brown, or dark blue) belts must be worn and must be visible.

**Socks:** Solid color white, navy or black socks must be worn and be visible above the shoe. No logos.

#### **Girls:**

**Jumpers Gr. 1-5:** Dark Green Plaid - Royal Park

**Skirts Gr. 6-8:** Dark Green Plaid. The skirt and/or jumper must touch the top of the student's knee. Skirts may not be rolled at the waist.

**Blouses Gr. 1-8:** Short or long sleeve white round (a.k.a. Peter Pan) collar; broadcloth, button-down collar, Oxford cloth; or knit, placket-front. **NO TURTLENECKS ALLOWED.** Blouses must be tucked in at all times.

**Sweaters Gr. 1-8: SOLID NAVY BLUE** cardigan or pullover, V-neck or round neck. **NO STRIPES, INSIGNIAS, OTHER COLORS or EXTREME STYLES PERMITTED. No zippers or hoods on sweaters. Sweaters must be purchased from a uniform store.**

**Sweater Vests Gr. 6-8: SOLID NAVY BLUE** sweater vest with **WHITE** Saint Agatha monogram is encouraged. They are available **ONLY** at uniform stores. No other vests are allowed.

**Shorts & Skorts Gr. 1-8:** Navy Blue walking shorts or skorts, both of which need to be mid-thigh length and worn with the white uniform blouse. They can be worn **ONLY** during the months of **AUG., SEPT., MAY and JUNE.**

**Slacks Gr. 1-8: SOLID** Navy Blue twill pants -similar in style to those sold in the uniform shop - may be worn instead of the uniform jumper or skirt during the months of October through April. **NO DENIM JEANS, CORDUROYs OR JEANS STYLE SLACKS PERMITTED. Uniform pants must be straight legged. (No flair pants or cargo pants permitted.)** Slacks **MAY NOT** be worn **UNDER** the uniform jumper or skirt in school. Leggings, stirrup pants, sweatpants, stretch pants/shorts, exercise wear, bicycle pants/ shorts or any other fashion trend that may arise are **NOT** permitted either alone **OR** under the uniform IF they extend below the hemline of the jumper/skirt.

**Socks:** White or navy blue knee socks (pulled up) or tights must be worn with jumper or skirt.

#### **Boys & Girls:**

**Shoes Gr. K-8:** Shoes must be black, blue, white, gray or tan and look appropriate with the uniform (no wild or neon colors, reflectors, lights or sound). No sandals, open toe or open heel shoes (even on no uniform days). The shoes must fit, and in choosing them, consider comfort and safety and not extreme fashion. Shoelaces must match the shoes (black, blue, white, gray, or tan) and must be tied.

**Socks Gr. 1-8:** Socks must be visible above the shoe when worn with shorts, slacks or skorts.

**Belts Gr. 1-8: ONLY SOLID COLORED** belts may be worn on shorts or pants that have belt loops.

**Sweatshirts Gr. 1-8: ONLY** Saint Agatha logo sweatshirts without hoods may be worn in the classroom and on field trips. The sweatshirt **MUST** be worn **OVER** the regular uniform. **NO** high school, college or sport team logo sweatshirts **OR** any sweatshirt with any stripes, designs or other figures permitted other than on designated spirit days.

#### **General:**

1. Girls' and boys' uniforms are available at:

School Days Uniforms

4507 North High St.

Educational Outfitters (Festival at Sawmill)

2759 Martin Rd.

Columbus, Ohio 43214

Dublin, OH 43017

262-6016

336-2040

Educational Apparel

3840 Lacon Rd., Unit 14

Hilliard, OH 43026

876-3030

Or they may be ordered through Lands End 1-800-469-2222 (**St. Agatha School's preferred school number is 9000-3919-9.) (logo number is 9910500K)**

2. Boys' uniforms are also available through the J.C. Penney catalogue and other retail stores such as Old Navy, Target, The Andersons, etc.
3. Uniforms will be required from the first day of school through the end of the school year. Exceptions are for "No uniform days" selected by the Principal and "Saint Agatha Spirit Days."
4. Organizational uniforms (Scouts, Blue Birds, etc.) may be worn on meeting days.
5. If it is necessary for a child to come to school in clothing other than the uniform, the parent must send a note stating the reason.
6. School uniforms are optional for kindergarten students. If uniforms are worn, guidelines for Grade 1 should be followed.
7. Jewelry is to be kept to a minimum for health and safety reasons. A maximum of one chain/necklace with cross or religious medal is allowed. No earrings for boys. Girls may wear one earring per ear; no hoops. No bracelets, except a watch; only one ring may be worn.
8. Hats are not to be worn in the building.
9. Makeup may not be worn.
10. Only clear nail polish may be worn. No artificial nails. Pale pink polish may be worn by middle school girls.
11. Hair must be one natural color. No eccentric colors or hairstyles are permitted. Hair must be above the eyebrows. Hair accessories should be simple and match the uniform. Boy's hair must be off the ear and above the collar.
12. On Saint Agatha Spirit Days, students must wear red and gold or their Saint Agatha athletic team shirt or their school uniforms. This is an ideal day to wear those spirit shirts and hooded Saint Agatha sweatshirts. Other uniforms from Saint Agatha sponsored activities such as Honors Band or Northwest Saints football may also be worn. Appropriate socks and uniform shoes must be worn.

13. Snow boots must be worn by all students for play in the snow. The student must be able to put on and remove the boots by themselves. The student must have a separate pair of shoes to wear during the school day.

14. Backpacks for grades K - 2 may not have wheels.

### **General Health and Information Requirements for All Students**

An Emergency Card (one per child) and Emergency Authorization Field Trip Form (one per child) will be sent home prior to the opening of school. Please report any health concerns and any medications your child is taking at that time.

Emergency forms must be on file in the school office and should be returned before first day of school. Health concerns may be shared with the staff members in a confidential manner. If you do not want this information disclosed please let the School Nurse know in writing.

Any changes in phone numbers or addresses please notify the school office immediately especially changes of emergency information.

Students in grades K, 1, 3, 5 and 7 will be screened for vision. Screening for hearing acuity will be done in grades K, 1, 3 and 5. The grades for screening follow the Ohio Department of Health recommendations. Students who fail the initial hearing tests will be rechecked before notices are sent home to the parents.

Students in grades 6 through 8 will be screened for scoliosis.

In case of injury or illness, parents will be called at the judgment of the nurse or Principal. Parents will be asked to pick their child up if a fever is 100 degrees or above. In an emergency, the UAFD squad will be called. If a student needs to go home because of illness or injury, permission will be granted only after contact has been made with the parent or the emergency contact person listed on the emergency forms.

### **Communicable Disease**

a) Report to the School Nurse (545-6812) immediately if your child has a communicable disease, a rash or eruption on the body.

b) All children are expected to remain home during the communicable period of the disease as indicated by your physician.

c) If your child has an elevated temperature, or appears to be ill in the morning before school, it is strongly suggested that you keep the child at home on that day.

d) It is recommended you keep your child home for 24 hours after a fever with any illness, or as advised by your physician.

- e) If your child is taking a prescription medication, make certain he/she finishes the prescribed dose.

### **St. Agatha School Administration Of Medications**

St. Agatha School has determined, in accordance with state law, that it shall adopt administrative guidelines permitting, under certain circumstances, school administration to students of drugs prescribed by their physician or a licensed prescriber. As used throughout this policy, “drugs prescribed by a physician or licensed prescriber” or “drugs authorized by a medical prescription” means a drug that is to be administered pursuant to the instructions of the prescribing physician or licensed prescriber, whether or not required by law to be sold only upon a prescription.

#### **Administrative guidelines**

1. Certain employees (a licensed health professional, or those who have completed administration training program conducted by a licensed health professional and considered appropriate by the principal), may administer to a student a drug prescribed for the student.
2. A Designated Employee shall only administer to a student a drug prescribed by a physician or licensed prescriber for the student upon the following conditions:
  - a) receipt by the Designated Employee of a copy of a completed statement, a form which appears attaches to this policy;
  - b) the drug prescribed by a physician or a licensed prescriber is received by the Designated Employee in the original container in which it was dispensed by the prescribing physician or licensed prescriber or a licensed pharmacist;
  - c) the original container states the student’s name and the directions for proper use; and
  - d) any drug prescribed by a physician or a licensed prescriber requiring storage will be or has been stored in the location established by the school nurse or principal.
3. Parents or guardians requesting that nonprescription drugs (other than Acetaminophen, Ibuprofen, or Benadryl, which the school has standing orders for) be administered to a student during the school day are asked to follow the same guidelines as set forth in sections 2a and 2b. The nonprescription drug must be in the original manufacturer’s container and be in date...Parents are requested to label the nonprescription container with the student’s name and the Designated Employee shall store the drug in the same manner as with any drug. The Designated Employee will also assist with obtaining the physician or licensed prescriber’s signature if needed.
4. No Designated Employee acting in accordance with section two or three herein is liable in civil damages for administering or failing to administer a drug, unless such a person acts in a manner that constitutes gross negligence or wanton or reckless misconduct.

5. Under no circumstance will a student be permitted to administer his/her own prescription drug(s) during school hours unless a student's parent or guardian had provided the school with a properly executed medication form.

6. Nothing herein affects the applicability of laws regarding administration of emergency care or treatment to students.

### **Class Day**

Students should arrive at school no later than 8:25 a.m. Classes begin promptly at 8:30 a.m. and are dismissed at 3:00 p.m. Students are required to come to the playground and should not arrive prior to 8:15 unless the school office is informed of a need for an earlier arrival. They should not enter the building between 8:15 and 8:25 a.m. When weather conditions are below 20o F (raining, snowing, etc.) children are to come directly into the cafeteria.

At 8:23 a.m. a bell will ring for students to assemble for an orderly entrance into the building. A second bell will ring at 8:25, for students to come in. Any student coming to class after 8:30 is considered tardy and must report to the office for an admission slip. An exact amount of tardiness shall be recorded on the attendance record and on the report card. Habitual tardiness will be discussed with parents. Middle school students may be required to make up time after school.

Saint Agatha has two sessions of Kindergarten.

The morning session A.M.                      8:30 a.m.-11:15 a.m.

The afternoon session P.M.                      12:15 p.m.-3:00 p.m.

After school, bus riders are dismissed at 2:55 from the Andover side of the school. Car riders, walkers, and bike riders are dismissed at 3:00 at the Northam entrance. All walkers and bus riders must leave the school grounds promptly at 3:00. Students may remain on the playground until 3:10 ONLY if their parents are present supervising the play. The Child Care program requires the playground area for their children after 3:10. Students may not remain unsupervised on school property for extracurricular activities that do not begin immediately following the 3:00 dismissal. (Example 4:00 basketball practice) There is no adult supervision on the playground after 3:15. If you are late, you may pick up your child in the office.

### **Lunch Hour**

A well-balanced meal including a fruit and/or vegetable with an entree and milk is provided for \$3.00 in the cafeteria daily. Each month, a menu of the daily lunch entrees for the following month is sent home or made available online. Students may bring a sack lunch and purchase milk for \$.50.

Lunches are to be ordered and paid for each morning but paying weekly or monthly is strongly encouraged. No charging is permitted.

Due to several serious allergies, a separate table is designated as a "nut free" table.

If a student wishes to go home for lunch, a permission slip must be on file in the school office. Students may never go to nearby stores for lunch or candy during the lunch hour.

Pop may not be bought or brought for the lunch hour.

Unless weather is inclement (precipitation and/or wind chill temperature less than 20o Fahrenheit) students are to go to the playground before or after lunch. They are not to remain in the building unless supervised by a teacher.

### **Saint Agatha School Cafeteria Volunteer Policy**

Successful and economic operation of the Saint Agatha School cafeteria requires considerable volunteer assistance on a daily basis. The volunteers may be members of the Saint Agatha HSA, parents, or other individuals who have a general concern for the well being of the students and school. Volunteer activities typically include, but are not limited to, assisting in food distribution and general cafeteria clean-up activities.

Accordingly, a parent of each student in Saint Agatha School, or the parent's designated representative, is required to help in the lunchtime operation of the cafeteria for at least one lunch period during the school year. Such a requirement applies for each child enrolled at Saint Agatha School. Parents are asked to coordinate assigned work times with the Cafeteria Director, or the work time will be assigned.

Volunteers are scheduled to work from 11:00 a.m. to 12:30 p.m.

### **Attendance**

The parent or guardian of a student who will be absent from school must call or email the School Nurse's office (545-6812 or [jredmond@uaschools.org](mailto:jredmond@uaschools.org)) before 9:00 a.m. on the first day of the absence. The school office should be contacted if a student does not return for the afternoon session because of illness or personal reasons.

A written statement, giving reasons for absence or tardiness should be brought to the school upon the pupil's return. A student who is absent from school may not participate in extra-curricular practices, rehearsals or events at school.

In order for a student to leave school, a written statement from the parents must be presented to the Principal. A parent or guardian must come to the school office to sign out the student.

A frequent cause of unsatisfactory work is irregular school attendance. Illness and serious emergencies are the only excuses recognized by the school. Should absence for any reason other than illness seem imperative, parents are requested to complete a pre-planned absence form, which will be signed by the Principal and sent to all teachers. This form is available in the school office and on our web site. Please complete the planned absence form as far in advance of the absence as possible.

Parents are **STRONGLY DISCOURAGED** from planning vacations during the school term:

The practice of taking students out of class either for a doctor/dentist appointment or for a prolonged trip is of course something beyond the control of the school since such a practice is the decision of the parents of our students. We highly discourage this practice. Regular attendance is an important part of our educational program because the lesson taught follows a progressive course of studies. If it is necessary to take your child out of class for whatever reason, please do not ask for work to be given while the child is out. Good teaching demands change with the needs of the class. The teacher's plan for a given week is not always accomplished. We will provide make up work on return to school, but may not give work in advance of being taught.

### **Request For Make-up Work**

- 1) If a student is absent due to illness and is well enough to do schoolwork, please contact the school or nurse's office by 11:15 and arrange to pick the work up in the school office after 3:00. Middle school students will be expected to take previously announced tests upon their return.
- 2) If a student is absent due to a vacation, the following policy will be followed:
  - a) When the student returns to school, he/she will receive a packet of the work missed.
  - b) The student will have the same number of days to complete the work as they were absent. Example, a student who misses two days of school will have two days to make up work. If the student misses a week the student will have a full week (7 days) to return the completed assignments to the appropriate teachers. (Under extenuating circumstances an exception could be granted if asked.)

### **Phone Calls & Personal Messages**

Parents are asked not to interrupt the activities of the classroom. Important messages will be delivered to the students in the event of an emergency. Forgotten books and other items should be delivered to the school office.

Students are not permitted to use any mobile device to make phone calls, text messages, play games, or otherwise access the internet during school hours. Mobile phones may be used after school only to contact parents or guardians. Children are also not permitted to use the office phone unless it is an emergency, or a teacher has provided permission to use it during school hours.

Birthday invitations, letters to scouts, etc. should be mailed from home. Teachers should not be requested to deliver such notices, nor should students pass them out at school.

### **Crisis Plan**

Saint Agatha School will attempt to respond fully and promptly in the event of a crisis within the boundaries of the safety and privacy of the students, staff, parents and other constituencies. Possible

crises to consider are: fire, tornado, bomb threat, explosion, school bus accident, death of a student, faculty or staff member, or intruder to the building.

The Principal is the official spokesperson during any crisis situation. If the Principal is unable to fulfill that role, then the acting authority will be designated.

The school office will serve as the crisis communication center. In the event that the school office cannot be utilized, the parish office will be used.

In the necessity of an evacuation to an off-site location, the student body and staff will gather at the Upper Arlington Public Library at the corner of Northam and Tremont Roads.

Parents should sign out their children on the Emergency Dismissal Sign Out Sheets located at a dismissal table in the Upper Arlington Library. **NO STUDENT MAY LEAVE UNLESS A PARENT OR OTHER AUTHORIZED ADULT SIGNS THE STUDENT OUT.**

As defined by the U.S. Department of Homeland Security, a Threat Level of Red is declared when there is a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe/Red condition are not intended for substantial periods of time.

If a Red Alert is issued before or after schools hours: Then, normal school operations will cease based upon the Red Alert School Team's recommendation and will remain closed until advised by the Red Alert Team to reopen. All school activities and events scheduled will be cancelled until notified by the Red Alert School Team.

If a Red Alert is issued during school hours: Then, school buildings will be secured and remain open until regular dismissal time, unless otherwise advised by the Red Alert School Team. Students will be sent home by normal transportation means or released to parents pursuant to policy. All after-school activities and events will be cancelled, unless otherwise advised by the Red Alert School Team.

### **Fire, Tornado, and Lockdown Drills**

State law requires that schools have regular fire, tornado and lockdown drills. Careful procedures are worked out to provide protection for students in the event of emergency. Teachers review the procedures with students periodically. It is mandatory that all students obey the procedures for such drills. Successful drills can mean lives saved in an emergency.

### **Emergency Closings**

Calling off school due to inclement weather is never an easy decision to make. Understandably parents would like to have a procedure to follow to help them make arrangements for their children whenever it becomes necessary to cancel school. Because Catholic Schools rely on public school transportation to get children to school, the public school district plays an essential part in the decision making process. In consultation with the administrators of both the high school and elementary schools, the Office of Catholic Schools has made some decisions. When the road conditions are dangerous for travel, all

elementary and high schools shall be cancelled. When the weather temperature is dangerous for students to be outside waiting for busses, the elementary schools will be cancelled. However, since most high school students either drive or can get rides, the high schools will remain open when the weather temperatures are extremely cold. If the public school cancels due to transportation issues unrelated to weather, both elementary and high school will be in session without Columbus public school transportation.

Closings declared because of hazardous or inclement weather conditions will be announced over the local radio stations by 7:30 a.m. Saint Agatha School and Child Care will be closed only if Columbus Catholic Schools are declared closed. Listen to radio 610 WTVN for "Columbus Catholic Schools" announcement. A notice will also be placed on the Saint Agatha school website at <http://www.saintagathaschool.org>.

If the winter weather hits after school is already in session, please listen to the radio for school closings throughout the day. If Upper Arlington and/or Columbus Schools close, **Saint Agatha School WILL NOT CLOSE until 3:00 p.m.** If the buses arrive early, your child will be dismissed. Attempts will be made by the school office to contact parents of bus riders first. Please discuss with your children the procedures you want them to follow if the bus takes them home early.

If you hear that the public schools are dismissing early, and you choose to pick up your child before 3:00 p.m. come to the office to sign out him or her in the customary manner. There is no need to call ahead and it may be difficult to get through. Room parents will contact parents if there are other emergency closings.

### **Parties**

Room parents assist with classroom parties on Halloween and Christmas. Five dollars per student is collected to cover the expense of these parties. When you are planning to send treats to school for birthdays, holidays, or other special days please get the teacher's approval at least a day in advance.

### **Field Trips**

The same grade levels (i.e., both first grades, etc.) will plan the same educational field trips throughout the year. When a trip is planned, the teacher will send home a permission slip and include the cost of that trip per child should there be a fee involved. The money for that trip and the slip will be returned to the homeroom teacher on the designated date. (Monies involved will be for entrance fees, buses if needed, food, etc.).

### **Guidelines For Drivers/Chaperones**

1. Younger siblings may not attend field trips.
2. No extra stops may be made.
3. No food, drink, candy may be brought or purchased for students in the car or on the trip.

4. There is to be no smoking in the presence of students at any time on a field trip.
5. Students must remain in their seats with seatbelts, car seats or booster seats if required, at all times.
6. Students must ride in the car as assigned by their teacher.
7. Any disruptive or disrespectful behavior should not be tolerated. If this persists, notify the teacher in charge immediately.
8. Follow maps and guidelines set by the teacher.
9. No electronic visual media (including texting) or games through the use of DVD, tape, cell phones, or any other hand held equipment in privately-owned cars by the driver or the student can be used while traveling to or from the location.
10. Emergency forms are to be returned to the teacher at the end of the field trip.

### **School Programs/Performances**

At least two major musical programs are presented per year. Other programs include DARE graduation and class presentations for parents.

### **Band**

A voluntary instrumental band program is available to students in grades five through eight. Students are scheduled to attend small group lessons as well as orchestra lessons throughout the week. Band students have the opportunity to perform in Watterson's Christmas and Spring Concerts as well as their Honors Band Program. Additional practices are scheduled depending upon upcoming performances. A monthly fee is charged. Band for returning members begins in mid-September. Band registration for new members is held in late September with lessons beginning in October. The band program continues through May.

### **Reporting To Parents**

Conferences are required for all students in the Fall. The Second Semester conferences are not required, but scheduled as needed by request of parent or teacher. At other times either teachers or parents may initiate a conference. Parents may contact the school office at any time and request a teacher to return a call, and/or to schedule a conference. Parents may email teachers directly at their [cdeducation.org](mailto:cdeducation.org) accounts. If an email concerns a same-day matter (e.g. leaving early), please send it before 8:00 a.m.

A student progress report is given at the end of each quarter (4 times a year). This report is used to communicate to the student and to the parents what the student knows and is able to do. The report card should indicate academic achievement irrespective of capacity, effort, and attitude.

The Diocesan courses of study are based on the national standards. Each report card subcategory represents a standard from a course of study. These standards are the benchmarks that have been set for our students to achieve. Also, the subcategories show the major curricular areas within each subject. Dividing the subjects into their component parts allows each teacher to indicate strengths and weaknesses within any subject area. This division provides a clearer picture to the student and to the parents of what the students have learned and what areas need improvement. Additionally, since teaching objectives are organized under each subcategory, there is a link among what is being taught, assessed and reported to the students and parents. Continuum records of student mastery of objectives are kept on file in reading, writing, math, science and social studies.

Reports are carried home by the students the first three quarters. Students in grades K-5 will bring their final report card home on the last day of school. Report cards for students in grades 6-8 will be mailed to the student's home during the first week of summer vacation.

An INTERIM REPORT is issued during the quarter if a child is experiencing difficulty, or if he has made notable achievement in a subject area in grades 1-4. All fifth grade and middle school students receive interim reports.

The development of attitudes and behavior consistent with Catholic home and school training is an essential part of reporting to parents. The Life Skills report was designed to complement the report card.

The LIFE SKILLS report is designed to be a tool to communicate to parents the skill area that needs improvement. An "N" is used to identify areas of concern. The major topic areas are: Thinking and Reasoning, Self-Regulation, Life Work, and Working with Others. Each of your child's teachers will have the option to send a LIFE SKILLS report to the parents. This includes all special area teachers that may have your child in their class. You may receive this instrument at any time during the quarter or at the regular time that interim and report cards are distributed. Your child may receive an "N" in a particular skill area indicating that a plan of action is needed for skill improvement to support academic success. If you do not receive a report, this is an indication of developmentally appropriate skill levels.

When you receive an INTERIM, LIFE SKILLS, OR PROGRESS REPORT, read the report carefully, sign the form and return one copy to the teacher. This could be followed up with a conference or phone call.

#### **Progress Codes**

- + Exceeds the Standard
- Meets the Standard
- I Improving, but not yet meeting the Standard
- N Does not meet the Standard
- INC Unable to assess the Standard due to missing work (Grades 5-8)

Blank indicates not evaluated at this time.

### Progress Report Descriptors:

**Exceeds the standard**-student demonstrates superior performance with in-depth understanding of the standard, and can apply the knowledge and skills in a thorough, consistent, independent way.

**Meets the standard**- student has solid academic performance and consistently demonstrates proficiency of the standard with few errors.

**Improving**- student demonstrates partial mastery of the standard and occasionally meets the standard.

**N**- student demonstrates limited or no understanding of the standard.

\* Kindergarten standards are not evaluated in ways that the exceeding the standard code is appropriate.

### Marking System

A single letter is given for each subject in Grades 5-8, and for math, science, and social studies in grade 4. Overall understanding of the standards assessed is:

A Advanced, B Proficient, C Basic, D Minimal, F Unsatisfactory

### Honor Roll

In order to reward middle school students for achievements, an Honor Roll is posted at the completion of each Quarter. Honor Roll is determined by a formula based on grade received per subject, points for that grade multiplied by the number of periods per week. The total number of points divided by the total number of periods will equal the grade point average (GPA). The six major subjects and grade points are as follows:

Grades & Points	6 Subject Areas	
A - 4 points	1. Religion	4.0 (24 points) = Principal's List
B - 3	2. Math	3.75 (22 points) = High Honors
C - 2	3. Science/Health	3.5 (21 points) = Honors
D - 1	4. Language Arts	
F - 0	5. Written Expression/Spanish	
	6. Social Studies	

6th, 7th, and 8th graders receiving a life-skills form with the report card will not be eligible for that period to be on the Honor Roll.

RATIONALE: Honors should be earned and should include academics as well as respect for self and others.

Saint Agatha School Board members host an Honors dinner in May for all students who achieve honor roll status for one quarter and/or receive the Agathan Award three quarters during the academic year.

### **Agathan Award**

At the end of each quarter, Agathan Awards are presented to middle school students who have demonstrated Christian behavior on a daily basis. Certificates are presented recognizing courtesy and respect. These are signed by the Principal and the Pastor or homeroom teacher and are included with the report card.

### **Achievement Tests**

The Terra Nova test and the In View test are administered in October for grades 4, 6 & 8. The format of the test includes multiple assessments such as: multiple choice, short answer and extended written responses. This design emulates the State of Ohio Proficiency Testing program and will allow students to become more familiar with the new forms of standardized testing. Grade 3, 5 and 7 students take the Terra Nova test.

### **Retention And Summer School**

Students are promoted to the next grade level on an annual basis. If a student cannot attain satisfactory achievement, a teacher-principal conference is held. Parents will be notified of retention consideration by March 1. Subsequent progress reports are given to the parents on a frequent basis so that the best possible decision can be made for the good of the student. In the final analysis, however, the school has the right to retain students who cannot achieve at a given grade level.

If a student in the upper grades (7-8) fails an academic subject, the student must successfully complete the Upper Arlington or other local school district summer school program to be promoted.

### **Withdrawals**

Parents who are withdrawing students should contact the Principal to notify her of the date for withdrawal and reason for withdrawal. In addition, it would be appreciated if the parents would share with the Principal an assessment of their child's experiences while at the school. A copy of the student's permanent record and health record will be sent to the new school upon request. The original record remains at Saint Agatha School. (Note: See tuition refund policy.)

### **Student Records**

According to the federal legislation passed in November, 1974, and popularly referred to as the “Privacy Right of Parents and Students,” parents shall have the right to inspect and review all student records belonging to their own child/ren. By definition, “student records” encompasses all records, files, documents and other materials that contain information directly related to a student and are maintained by the school. Parents must be provided the opportunity to challenge their student’s records to insure that such records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. If such a hearing does not resolve a potential conflict, parents must then be able to insert a written explanation of their own into the records.

Parents have the obligation to inform the school immediately anytime the custody of a child changes. School officials will need to make a copy of the court ordered document for the child’s permanent record. Both the custodial and the non-custodial parent are entitled access to their child’s records and to conferences with the teacher, unless the court has ruled otherwise. However, the non-custodial parent may not visit the child at school or remove the child from the premises without the expressed written and verbal permission of the custodial parent. Step-parents have no legal rights to records, reports, or conferences without permission from the custodial parent.

No identifying information from student records may be released without the permission of the parents. Uses that do not require parental permission are:

- a) non-identifying information used for statistical purposes.
- b) in-school staff members using information to enhance their own roles.
- c) information required by federal or state laws.
- d) transfer of records to next school whenever parents have sent notification of such transfer.
- e) releasing emergency health information.

### **Homework**

The purpose of homework is to help the child thoroughly grasp and master the work already presented. Repetition and reflection will promote better understanding and retention. Homework may include: projects to be completed over time, including weekends; worksheets, book work, reading assignments, or any other item(s) deemed appropriate by the individual teacher. Parents should assist the students by providing a quiet place and a regular study time each evening, and by making sure assignments are neat, complete and accurate. Time allotments for the various grade levels are not listed due to the fact that time spent on homework will vary from student to student given his/her individual ability and rate of performance.

Parents who are concerned about “too much” or “too little” homework should contact the teacher(s) involved.

The Middle School Homework Site: <http://stagatha.wordpress.com>.

## **Discipline**

Courtesy and respect should characterize the students from a Catholic school. Students are expected to possess self-discipline and to be considerate and cordial toward others in the classroom, cafeteria and playground. In particular, reverent participation is expected at all liturgical functions. Failure to comply with the following code of conduct may result in a disciplinary referral, a notice to inform the parent of a disciplinary incident involving the student and the corrective action. A disciplinary referral may result in detention, suspension, or a probationary period of exclusion from class activities, i.e. field trips, assemblies, Spirit Day dress down, etc. Any school property (books, desks, chairs, equipment, etc.) damaged or lost by students must be repaired or replaced.

## **Disciplinary Action**

Disciplinary action shall be taken for disrespect or disobedience on the part of a student. Bad language will not be tolerated. Serious playground disputes between students shall be settled in the Principal's office by the Principal, Guidance Counselor, teacher on duty, homeroom teacher or discipline committee chairperson. Any student who engages in fighting will be sent to the Office immediately.

## **Code Of Conduct**

A Code of Conduct serves to guide the behavior of students at Saint Agatha School. COURTESY AND RESPECT to teachers, school employees, volunteers, other students and visitors is a tradition in our school. Respect and obedience to the judgment of teachers is a must. Treat all adults with courtesy and follow any request or directive given by them.

**CHRISTIAN BEHAVIOR** is expected at all times. The following are examples of unacceptable behavior on the school grounds: Bullying or the use of vulgar words or obscenities, name-calling, verbal threats, throwing objects and fighting. A student shall not commit an act of dishonesty: cheating, stealing, plagiarism, or forgery.

**CLASSROOMS** are places of learning. There must be no disruptive behavior.

**HALLS** must be orderly and quiet. Disturbance of classes in session by running or talking in the halls is not permitted.

**THE SCHOOL CAFETERIA** is a place where good table manners and orderly behavior is expected. All students must clean up their places.

**RESTROOMS** must be kept clean by placing used paper towels in the wastebaskets. Loud talking or playing is never permitted in the restrooms.

**AT ASSEMBLIES OR PEP RALLIES** proper manners are to be practiced. All classes are to enter the gym or parish hall in an orderly fashion and sit in their assigned places. Booing is never permitted.

**GUM CHEWING** is never permitted.

**THERE IS TO BE NO WRITING** of any kind on the skin or the clothing of a student at any time.

**ELECTRONICS:** Electronic, entertainment, and communication devices may not be turned on or taken out of backpacks during school hours or at school-sponsored activities. On school grounds, cell phones may be used only after school to contact parents/guardians.

**PLAYGROUND AREAS** - Require courteous and respectful play. The Playground Volunteer or the Teacher Presider is to be respected and obeyed. There must be no fighting, rough playing, tackling and no one is ever to be "closed out" of games or activities.

### **Playground Regulations Conduct And Safety**

Children are to treat others with COURTESY, RESPECT, and KINDNESS. At no time are children permitted to play games or engage in activities that would cause bodily harm or injury. Examples: fighting, tackle football, roughhousing, snowball throwing, or dangerous activity. At no time are children to be excluded from groups, games or activities.

At all times children are to respect the game area of others: i.e. avoid breaking through an area where a group is playing an organized game, no taking another group's ball, bat, etc.

### **Injury Or Emergency:**

Students should report any injury or illness to the adult on duty. The supervisor will then secure appropriate aid for the student.

Boundaries:

Students are to remain in line of vision of supervision. Off limits for play are: beyond the sidewalks, streets, wet or muddy fields, church, rectory areas, grass and tree islands and Northam Park. Children are to be kept away from parked cars, bicycle racks, refuse cans, patches of ice and/or piles of snow.

### **Rules:**

1. Line up immediately when the bell rings.
2. Touch football and soccer are not to be played on the blacktop.
3. Students are to use equipment as it is designed. Students may use personal equipment only with teacher/supervisor approval.

Equipment is to be used safely. Examples:

- a) Swings - One at a time. No standing.
- b) Slide - One at a time. No climbing backwards or sitting at bottom.
- c) No sitting on monkey bars or hanging upside down. (penny drops)

- d) Tether Ball Grades 3-8 only during lunch hour.
  - e) Middle school students may use the playground equipment 12:25 -12:40 only.
  - f) No jumping off equipment.
  - g) No sticks.
  - h) Only three students are allowed on new equipment at a time with one push spinner.
4. Students are to eat lunch and all snacks in the cafeteria and not take any food outside.
  5. Students are required to have a pass to come into the building to use the restroom, visit the nurse, etc.
  6. No pretend karate, no dodge ball or throwing of anything (including snow) at anyone.
  7. Snow: No picking up, rolling in, or throwing.
  8. Play away from school windows.

#### **Most Important School Rules**

1. Christian behavior is expected at all times.
2. We will treat everyone with courtesy and respect.
3. We will try to help students who are bullied or mistreated.
4. We will make it a point to include students who are easily left out.
5. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

#### **Harassment/Bullying**

Harassment and bullying are particularly serious kinds of un-Christian behaviors that will not be tolerated.

#### **Harassment:**

Harassment can occur and/or take place in classrooms, halls, cafeterias, or even at programs sponsored by the school or at other locations. Harassment is verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age, ancestry, citizenship, or disability.

It is the policy of the Catholic schools of the Diocese of Columbus to maintain a working and academic environment, in all programs and activities, free from all forms of harassment and

intimidation. No student, teacher, or other staff member- male or female- should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical, or electronic.

Anyone who experiences what they believe is harassing conduct must bring it to the attention of an appropriate person at the school, or at the superintendent's office. Any person who believes he/she is the subject of harassment or intimidation should contact either the Principal, Guidance Counselor or Pastor. A complaint must be filed in writing. In the case of harassment involving a minor student or students, the parents or guardians of the respective students shall be duly notified. In the event that an individual alleges harassment by a Principal, Guidance Counselor or Pastor, the individual shall file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation.

### **Bullying:**

The Diocese of Columbus Schools and their staffs shall not tolerate any bullying on the school grounds or at another school activity on or off campus, and whether these actions are committed in person, written or electronically transmitted.

A student is being bullied when he or she is hurt repeatedly and over time, by negative physical, verbal or written action or threats, through any means of technology, on the part of one or more students.

- Bullying is unfair.
- Bullying is one-sided; and
- Bullying includes leaving someone out on purpose.

The Diocese expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school Principal for further investigation. Further, the Diocese expects students and parents who become aware of an act of bullying to report it to the school Principal for further investigation. The Principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records. Consequences for students who bully may include but are not limited to counseling, parent conference, detention, suspension and/or expulsion depending on the results of the investigation. No retaliation shall be taken against anyone who reports bullying.

If you suspect that your child is being bullied, Saint Agatha School recommends the following:

- Encourage your child to share his or her concerns. Remain calm, listen in a loving manner and support your child's feelings. Express understanding and concern. You might say, "I understand you're having a rough time. Let's work together to deal with this." Remind your child that he or she isn't to blame for being bullied.
- Learn as much as you can about the situation. Ask your child to describe how and when the bullying occurs and who is involved. Ask if other children or adults have witnessed any bullying incidents. Find out what your child may have done to try to stop the bullying.
- Teach your child how to respond to the bullying. Don't promote retaliation or fighting back against a bully. Instead, encourage your child to maintain his or her composure. He or she might say, "I want you to stop now," and then simply walk away. Suggest sitting with a friend or group of friends while on the bus, in the cafeteria or wherever the bullying seems to happen. Remind your child that he or she can ask teachers or other school officials for help.
- Contact school officials. Talk to your child's teacher and/or the school principal. If your child has been physically attacked or otherwise threatened with harm, talk to school officials immediately to help determine if the police should be involved. Don't contact the bully's parents yourself.
- Follow up. If the bullying seems to continue, you may want to contact the Saint Agatha School Board Ad Hoc School Climate Committee. This committee has established a Parent Teacher Partnership that is a confidential, positive support group that provides a vehicle by which parents may engage in the needed comfort and support to deal with the bullying that is impacting their child's life. If you are interested in joining this partnership or would like to bring your individual concerns to the group, please contact the School Board President.

### **Student Safety**

No person may use, possess, handle, transmit or conceal any object that is or can be considered a dangerous weapon or instrument of violence. Objects that are explosive or incendiary in nature, or any object determined to be a threat to the safety or security of anyone, are prohibited on the premises, including the playground, and at school-related functions.

No one is permitted to interview a student without an appropriate court order, prior approval of the parent or specific authorization from the Principal. In the case of an investigation of any type, the Principal will determine whether such an interview may take place at school. In any case, it may only take place in the presence of the Principal (or designee) and only upon the interviewer's presentation of proper credentials. Any suspicion of abuse or neglect must be reported to the appropriate authority.

### **Behavior off Campus**

The Diocese of Columbus has a concern with conduct by students at school or away from school that may be harmful or bring discredit or harm to the name of the school or the reputation of the student body. Consequently, conduct at school or away that is inappropriate to Christian moral standards, conduct that is in violation of the law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school.

### **Substance Abuse Policy**

A policy was adopted for Saint Agatha School in September 1990 and revised in April 2006. This policy is on file in the school office as well as in the nurse's office.

Because some students are prescribed drugs with a potential for abuse\*, Saint Agatha School Board would like to emphasize the importance of having a parent or guardian bring these drugs to the Designated Employee at school. Students should not be given this responsibility.

\*Drugs with a potential for abuse are classified as such by the DEA (Drug Enforcement Agency) and include, but are not limited to: Ritalin (methylphenidate and its derivatives)

Cylert (pemoline)                      anabolic steroids

Dexedrine (methamphetamine)      inhalants

If you are uncertain as to whether or not your child has been prescribed a drug with abuse potential, please call the school nurse.

Students receive drug and alcohol prevention education during multiple school programs. This prevention and education is supplemented to the parents in parent education/support groups as well.

Alcohol, tobacco, other drugs, harmful intoxicants, prescription medications in another's possession, any illegal substance and or paraphernalia associated with any of the above are considered banned substances. Banned substances are not to be used, possessed or sold on school/parish property or at any school-related activity off school premises.

Prescribed medication and over the counter medications with appropriate parental and/or physician documentation may be given to the school nurse to distribute as indicated/prescribed.

Violations will result in immediate phone call to parents (or guardian). Appropriate disciplinary action will be pursued up to and including suspension. Re-admittance to the school will only take place after a meeting between the parents, student, Principal and others as deemed appropriate. Recommendations for further assessment and intervention/treatment will be made as indicated.

Smoking and the use of smokeless tobacco products by students are prohibited. There will be no smoking by a Driver/Chaperone at any time on a field trip or sports event.

## **Wellness**

Catholic schools recognize that it is essential to educate the whole child, spiritually, academically, physically, socially, and emotionally. Similarly, wellness education must be multidimensional and encompass all the same areas in order to promote ultimate health. Catholic schools aid this emphasis on total wellness by embracing the reverence for life, self-respect, and respect for others.

Wellness education will include nutrition education, physical education, school-based activities, safety, self-control and empathy programs and nutrition guidelines as defined by the Wellness policy - 5145.0. A listing of Health/Safety and Guidance Programs routinely offered is available from the nurse.

St. Agatha's Wellness Committee meets monthly to evaluate the success of our student wellness program. This program focuses on nutrition education, physical activity, and other school-based activities designed to promote student health.

## **Class Expectations**

1. Follow the directions the FIRST time they are given.
2. Be punctual and prepared: books, student planner, class materials, and homework.
3. Be attentive and on task, and avoid creating disturbances.
4. Respect others, their space and their possessions.
5. Follow school rules, as listed on the Code of Conduct.

### **Consequences (per interim) - Middle School Behavior**

- 1st CONSEQUENCE: A behavior mark
- 2nd CONSEQUENCE: A behavior mark and service ticket
- 3rd CONSEQUENCE: A behavior mark, service ticket, and phone call to parent by student and Principal
- 4th CONSEQUENCE: A behavior mark and conference with the parent, teacher, and Principal.

### **Consequences (per week) -Middle School Homework**

- 1st CONSEQUENCE: Homework mark
- 2nd CONSEQUENCE: Homework mark and lunch recess in homework room.
- 3rd CONSEQUENCE: Homework mark, second day in homework room and phone call to parent by student and Principal
- 4th CONSEQUENCE: Homework mark, and conference with the parent/teacher/Principal

Parents will be notified in writing of every mark.

### **Quarterly**

A reward program that may require a participation fee will be offered at the end of each quarter for middle school students who have received fewer than four (4) combined behavior and homework marks.

### **Detention**

It is the parent's right to know why a student is being kept after school no matter what the reason. When a student is going to stay after school, the teacher will send home to parents a Discipline Referral form which states the reasons for staying, the date, and length of time the student will be staying. This form should be signed and returned to the teacher issuing it. If the parent wishes, the teacher can be contacted to discuss this matter.

### **Suspensions**

A student whose conduct disrupts the academic atmosphere of the school, endangers or harasses others, damages property, or violates an important regulation or policy listed in the school's handbook may be immediately suspended from school by the Principal or Administrator in charge.

A student who engages in disruptive conduct outside of school that causes embarrassment to the school and/or poor example to the students may be suspended from the school at the discretion of the Principal.

Suspension from attendance at school is invoked only for very grave misconduct. Parents are notified of suspension from attendance in class. Such suspensions may not exceed ten (10) days. Students suspended for any reason will not participate in end of the quarter rewards.

Parents of the student suspended shall be informed immediately by telephone and in writing of the suspension. The reason(s) for the suspension shall be given and the parents and the student shall be invited to confer with the Principal in order to review the matter. The student has the right of due process.

### **Expulsions**

A student who exhibits a constant disruption to the learning environment and does not change behavior after disciplinary actions have been taken, a student who poses a threat to students and staff, or a student who engages in extreme serious offenses may be expelled from Saint Agatha School. There is an expulsion appeal process. Upon the request for a hearing by any parent or guardian, the President of the Saint Agatha School Board will appoint a committee of at least three School Board members to hear the appeal. Within three school days of the request, a hearing will take place. Statements supporting the charges against the student, as well as statement by the students and others on the student's behalf shall be submitted. The teacher who registered the complaint, the Principal, or another faculty

representative and the parents or guardian of the student will be given the opportunity to express their views. The committee, by a majority vote of its membership, may affirm, reverse, or modify the decision to expel the student. On the first school day following the hearing, the committee shall notify the parents or guardians and the Principal of its decision, in writing, clearly stating the reason for the decision reached. The above policy is in accordance with the Diocese of Columbus Policy No. 5114.

### **Grievance Policy**

Persons who have a grievance against personnel involved in either the parish school or religious education programs are required to discuss the matter with the teacher first and then the administrator immediately responsible for the program. If the problem is not resolved at this level, the person should contact the Pastor, who in turn may refer him to the President of the School Board. Then the following procedure must be followed to insure informed discussion of the matter:

- a) Two weeks prior to the regular monthly meeting a written communication must be sent to the President of the School Board stating the nature of the grievance and the names of persons involved.
- b) The President will then contact all parties involved and request their presence at a special meeting.
- c) The grievance will be placed on the agenda and mailed to all School Board members as soon as possible, but no later than one full week in advance of the meeting date.

### **Library - Media Center**

The Instructional Media Center is an extension of the classroom. Reading for pleasure, knowledge and enrichment is greatly encouraged. The library is open all day, every day and students are always able to use the library. Students may use the media center before, during lunch, and after school hours with permission. Each class has a scheduled library period every week and there are open times each week for classes to come for research or reading. The collection supports the curriculum and is kept current. Research skills and an appreciation of literature are stressed.

Both circulation and the card catalog are automated and can be accessed from classrooms. The Internet is available for research purposes. Books are circulated for one week and may be renewed. Notices of overdue books are sent to the classroom teacher who in turn sends them home with the students. At the end of the year, there is a fee for lost books. It is school policy to hold back a student's report card if books are not returned or the fee is not paid.

The library has a birthday book program. Each month a letter is sent to parents whose child has a birthday during that month; summer birthday letters are sent in May or September. The cost of a birthday book is \$10.00. When this is sent to the library, the child is invited to the library to pick out a book. A nameplate is then placed in the book and the child is the first person to circulate the book. This book then becomes part of our permanent collection.

Volunteers should be responsible adults who are willing to donate time weekly or biweekly to assist the library media specialist. Training will be provided so that volunteers have knowledge of the arrangement of materials in the media center and the procedures and policies.

### **Technology Resources**

The Diocese of Columbus has an Acceptable Use Policy for Technology that pertains to our Faculty and Students. This policy is provided so that staff, community, and student users and the parents/guardians of students are aware of their responsibilities. Educational technologies must be used, both by Catholic educators and students, in a manner that is educationally appropriate and consistent with standards of electronic ethics and copyright law. All families of students in grades K-8 must sign the technology acceptable use policy form. Both student and parent or legal guardian must sign. Parental or legal guardian signatures indicate you are granting permission for your child to have access to all District technology resources available for students use. This form is available on our school web site.

Internet behavior outside of school that does not reflect our philosophy and mission will be punishable by our Discipline Committee.

### **Home & School Association**

The purpose of the Home & School Association is to encourage communication and mutual assistance among the School, the Church and the home, to provide programs to promote child welfare, and to raise funds for financing school improvements and programs. Meetings are held monthly on the third Wednesday at 7:00 p.m. in the school library.

The publication of this handbook is made possible through the generosity of the Home & School Association. Its purpose is to help parents understand what is being done at Saint Agatha to enable our young people to attain the best possible Catholic education.

All parents of children attending Saint Agatha are encouraged to participate actively in the Home & School Association. Annual dues are \$20.00 per family. You will receive a complimentary school calendar with payment of dues. A family directory is also a Home & School Association publication that will be available to all families in the fall.

### **Saint Agatha Home & School Association 2011 - 2012**

#### **Officers and Board**

Moderator	Father Dan Ochs
Honorary President	Mrs. Joan Mastell
President	George Kuntz
President- Elect	Brian Ritchie
Secretary	Sally Hackett

Treasurer

**Home-School Trustees:**

Kelly Mitchell, Karen-Spain Blunk, Autumn O'Brien

**Fund Raising**

The Home & School Association sponsors various fund raising programs throughout the year to provide for various school improvements. If a parent does not want his child to engage in fund raising activities, she/he is under no obligation.

**Saint Agatha Home and School Association Calendar**

- August 20.....School Supply/Used Uniform Sale.....8:30 a.m.-11:30 a.m.
- August 26.....Welcome Back School Coffee.....8:30 a.m.
- September 12....."Meet the Teacher Night" .....7:00 p.m.
- November 3.....Family Dinner.....5:00-7:00 p.m.
- November 8.....Election Day Bake Sale
- November 10-28.....Magazine Sale.....Magazine Sale
- January 16.....Ice Skating Party.....11:00 a.m.- 1:00 p.m.
- January 27.....Cake Bingo.....7:00 p.m.-9:00 p.m.
- February 1.....Open House & Coffee.....9:30 a.m.-11:00 a.m.
- February 29.....Stations and Soup Supper.....6:00 p.m. and 6:30 p.m.
- March 30-31.....Wildcat Auction
- May 19.....Ice Cream Social and Art Show.....6:00 p.m.- 8:00 p.m.

**Home & School Association Board Meetings**

- August 17    October 19    December 13    February 15    April 18    June 13
- September 21    November 16    January 18    March 21    May 16

Home & School Association Board Meetings are at 7:00 p.m. in the school library.

## **Athletics**

The primary goal of the Saint Agatha Athletic Association is to develop and administer an athletic program open to all students who are members of Saint Agatha Parish and/or attend Saint Agatha School. Our sports program is designed to teach kids the value of athletic competition in a Catholic environment.

The Athletic Association conducts the following sports:

### Fall Sports

Boys: Football (Grades 4, 5, 6, 7, 8) Golf (Grades 6, 7, 8) Volleyball (Grades 5, 6, 7, 8) Soccer (Grades K through 8)

Girls: Field Hockey (6, 7, 8) Volleyball (Grades 4, 5, 6, 7, 8) Soccer (Grades K through 8)

### Winter Sports

Boys: Junior Basketball (Grades 2, 3) Basketball (Grades 4, 5, 6, 7, 8)

Girls: Junior Basketball (Grades 2, 3) Basketball (Grades 4, 5, 6, 7, 8) Cheerleading (Grades 7, 8)

### Spring Sports

Boys: Baseball (Grades 4, 5, 6, 7, 8) Track (Grades 5, 6, 7, 8) Soccer (Grades K-3)

Girls Softball (Grades 4, 5, 6, 7, 8) Track (Grades 5, 6, 7, 8) Soccer (Grades K-3)

The Junior Basketball Programs are intramural programs designed to teach children the rules of the game and the basic skills. An effort is made to provide each child with an equal opportunity to participate.

All Diocesan programs for the fourth grade and above are interscholastic programs. Participation is encouraged, and no child will be eliminated from any program because of his or her lack of skills. However, fielding competitive teams is emphasized and equal participation cannot be assured.

A fee is charged for each participant in each sport. Additional costs of the athletic program are covered by the gate receipts and concession stand profits from the Diocesan volleyball and basketball leagues at Saint Agatha and from fund raisers.

## **Saint Agatha Athletic Association**

The Saint Agatha Athletic Association is responsible for the smooth running of the Parish athletic program.

The director of the association for the 2011-2012 school year is: Jim Simpson (374-6397 or jim.simpson78@yahoo.com). A copy of the Athletic Association policy, including the section on the concession stand requirement, will be given to each parent at the beginning of the school year. The policy will hold for each sport in which your child participates.