



St. Agatha School Parent/Student Handbook 2023-2024

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

Updated January 8, 2024

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Welcome to the 2023-2024 School Year at Saint Agatha School

We want to welcome each of you back for a new and exciting year at Saint Agatha School. This includes a special welcome to our new students and families. We are honored to share with you such a talented group of faculty, staff, and students. We are fortunate to work in a profession that allows us the opportunity to inspire, and be inspired, on a daily basis. Educating Saint Agatha School students is a wonderful privilege and responsibility.

This student/parent handbook has been prepared for the purpose of keeping you informed concerning the procedures at Saint Agatha School. Realizing that there are unique and unpredictable situations associated with life in a Catholic school, we encourage you to ask questions or share concerns with us that may not be addressed within these pages. Please familiarize yourself with the information; we hope it will be of help to you.

We wish you the very best this school year.

A handwritten signature in cursive script that reads "Veronica J. Stemen".

Veronica Stemen, Principal

vstemen@cdeducation.org

A handwritten signature in cursive script that reads "Erica R. Gowitzka".

Erica Gowitzka, Assistant Principal

egowitzka@cdeducation.org

Faculty/Staff List

Pastor	Fr. Mark Summers	
Principal	Mrs. Veronica Stemen	vstemen@cdeducation.org
Assistant Principal	Mrs. Erica Gowitzka	egowitzka@cdeducation.org
Administrative Assistant	Mrs. Molly Ghiloni	mghiloni@cdeducation.org
Administrative Assistant/Child Care Director	Mrs. Nikki Budd	nbudd1@cdeducation.org
Preschool	Ms. Chelsea Gerth	cgerth1@cdeducation.org
Kindergarten	Miss Erin Adams	eadams@cdeducation.org
Kindergarten	Miss Katherine Ganobsik	kganobsik@cdeducation.org
First Grade	Miss Kelsey Fisher	kfisher@cdeducation.org
Second Grade	Miss Kelsey Hatem	khatem@cdeducation.org
Third Grade	Ms. Deanna Oppenheimer	doppenheimer1@cdeducation.org
Fourth Grade (4/5 Math, Science, and Soc. St.)	Mrs. Michelle Lundgren	mlundgren1@cdeducation.org
Fifth Grade (4/5 ELA and Religion)	Miss Ally Lanasa	alanasa1@cdeducation.org
Sixth Grade (6-8 Soc. St., K-5 Tech, and Technology Coordinator)	Mr. Nick Moore	nmoore@cdeducation.org
Seventh Grade (6-8 Religion and Science)	Mr. David Hughes	dhughes@cdeducation.org
Eighth Grade (6-8 ELA)	Mrs. Alison Adamsky	aadamsky@cdeducation.org
Math (5/6, 6, Algebra 1, and Geometry)	Mrs. Molly Zesch	mzesch@cdeducation.org
Middle School Math (7 and Pre-Algebra)	Mrs. Erica Gowitzka	egowitzka@cdeducation.org
Art/PE	Mrs. Lori Schnegg	lschnegg1@cdeducation.org
Latin (6-8) and Spanish (K-5)	Ms. Anne Connon	aconnon@cdeducation.org
Library	Mrs. Kristin Ray	kray@cdeducation.org
Music	Mrs. Mary Beth Duffy	mduffy@cdeducation.org
Intervention Specialist	Mrs. Britney Merrill	bmerrill@cdeducation.org
Speech Pathologist	Mrs. Nikki Bauers	nbauers@uaschools.org
Nurse	Mrs. Sonja Gummer	sgummer@cdeducation.org
Teacher's Aide	Mrs. Betsy Ireson	bireson@cdeducation.org
Cafeteria	Ms. Mary Booth	mbooth1@cdeducation.org
Social Media	Mrs. Lauren Stalter	lstalter@cdeducation.org
Maintenance	Mr. Terry Edwards and Ms. LaToya Brown	

Mission Statement

St. Agatha School, in partnership with the parish, fosters academic excellence and social responsibility, so all students learn, live, and thrive in faith.

Core Beliefs

We at Saint Agatha School promote the pursuit of excellence in education with the following beliefs:

- 1.) Each student is a valued individual created in God's likeness with unique gifts and talents.
- 2.) Each student develops into responsible Catholic citizens through faith formation and service learning.
- 3.) Each student learns by engaging in the learning process and having appropriate and varied opportunities to demonstrate knowledge.
- 4.) Each student demonstrates their understanding of essential knowledge and skills by actively producing quality work to become confident lifelong learners.

Academics

The Diocesan courses of study are based on the Ohio State 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. Report cards and interim reports will be emailed from the School Information System (FACTS) at the end of each quarter.

Curriculum Assistance

St. Agatha School staffs a team of specialists (in addition to classroom teachers) who provide additional support for students as needed informally or formally through individualized learning plans (i.e. IEP, 504/Accommodation Plan, SP, etc.). This support team includes the: school psychologist, intervention specialists, enrichment teachers, speech pathologist, and more.

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 child’s teacher(s). Homework is either found written in student planners, in Google Classrooms, or posted on the School Information System (FACTS).

Religion Instruction

All students receive daily religious instruction in Religion class, throughout other class periods, the school day, and during Mass. All classes attend weekly Mass and on Holy Days of Obligation.

Individual classes 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 participate in the Parish and receive the sacraments, including the Sacrament of Reconciliation, regularly with their children.

Reporting

An interim report is provided during each quarter. 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, provided at the end of the quarter, academic achievement irrespective of capacity, effort, and attitude. The Quality and Effort report will also be provided at the end of each quarter and communicates student effort and attitude.

Parent-Teacher conferences are required in the Fall (November) and are optional in the Winter (February) to communicate overall student performance. Parents may email teachers directly at their cdeducation.org accounts at any time. Emails will be addressed by staff within 24 business hours.

Retention and Promotion

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 15th. 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 Middle School (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.

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. Eighth grade students 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.

Scholarship Awards

Scholarships to Catholic High Schools are awarded to deserving eighth graders. Spiritual growth, academic progress, respectful behavior, sense of service, school spirit, and an appreciation of a Catholic education are considered in the selection process. Eighth grade students will also have opportunities to compete for scholarships offered by local Catholic High Schools.

Standardized Testing

Computer adaptive reading and math assessments will be taken by all students K-8 throughout the year to track progress and inform instruction. Kindergarten students are assessed with the Early Literacy and Math Star Assessments. Students in Grades 1-8 complete Star Reading and Star Math testing.

Admission Information

Preschool

To be admitted to preschool a child must have attained age three (3) and the child must be toilet trained.

Kindergarten through Eighth Grade

To be admitted to Kindergarten a child must have attained age five (5) by September 30th of the current school year. To be admitted to the first grade a child shall have attained age six (6) by September 30th of the current school year. The 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 the Parish Office.
- b) Parishioners with children presently in Saint Agatha School or 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.

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 or when their own parish school is unable to accept them.
- b) Kindergarten does not exceed an enrollment of twenty-five (25) students per class. 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 (35) 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.

Once factors of boy-girl balance and the 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.

Registration for preschool through eighth grade students is required. In all cases, families registering for the first time will be required to pay a non-refundable application fee of \$120.00.

At the time of initial application, please present the following to the School office:

- Application Form
- \$120.00 Application Fee (Non-Refundable)
- For students applying for first through eighth grades:
- Copy of report cards
- Copy of standardized test results (if applicable)
- Copy of IEP/504/Service plan (if applicable)
- Custodial Documentation – A certified copy of any child custody agreement, order or decree pertaining to the child must be presented, if applicable.

Re-registration for the next school year will be on the School Information System (FACTS) for the entire student body during the month of January. Projected enrollment figures for the following August must be as accurate as possible for budgetary purposes.

After Care Program

Saint Agatha Child Care Program offers a fee-based after-school care program year round for students in grades K-8. For further information call the After Care Office (614) 488-9000 extension 160.

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 High School 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 Saint Charles Preparatory High School.

Non-Discriminatory Statement

Saint Agatha School will not discriminate on the basis of race, color, ancestry, national origin, disability, sex or genetic information, in the administration of its educational programs and athletics/extracurricular activities.

Arrival and Dismissal

Arrival Policy

Preschool

- Preschool students arrive at 8:30 a.m.
- Preschool parents will park their car.
- Preschool parents will walk student(s) to the Parish Hall porch. The preschool teacher will be present for signing in.

Kindergarten through Eighth Grade

- Students may begin arriving at 8:10 a.m.
- Parents are to pull up to the designated drop-off area.
- Parents should wait until a staff member signals children to come out of the vehicle.
- All children must exit the right side of the vehicle.
- The children will then be directed to their designated entrance.

K-8 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

Transportation Information

No dogs are permitted on the school property during school hours. Many students are afraid of them and/or are allergic and dogs 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.

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 St. Agatha School. Columbus and Hilliard provide bussing depending on residency. Please contact your public school district for more information.

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.

Car

Plans are reviewed annually to increase safety and efficiency in the parking lot during the morning arrival and afternoon dismissal.

CELL PHONE (OR USAGE OF ANOTHER DEVICE FOR TEXTING, E-MAIL, OUTGOING OR INCOMING CALLS) IS STRICTLY PROHIBITED IN THE DROPOFF/ PICKUP LINE.

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.

The school transportation plan contains the following options:

Drop-off /Pick-up: 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. The pick-up line coming from the east on Northam Road must extend through the church front circle so as not to block the Andover Road and Northwest Blvd. intersections. Cars must display the last name of the child. The School Office will provide signs at the beginning of the school year.

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. Please note, for safety reasons, parking is NOT allowed in the first EIGHT parking spaces in front of the playground along the northern side of the parking lot. This will allow for safer drop off. Parents are encouraged to DRIVE FORWARD whenever possible, as backing up may impair visibility of small children. Please be aware that children will cross in front of traffic.

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 p.m. 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.

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 or scooters must wear helmets and skateboards may not be ridden.

No cars or students should use the east parking lot. That is reserved for buses and staff parking. Do not pick up or drop off in this area on Andover.

Please adhere to the 20mph speed limit with the School Zone while traveling along Northam Road. There are children crossing the road at several crosswalks. When driving within the school parking lot boundaries, strict adherence to a 5 mph speed limit is expected.

Walkers and Bike Riders

Walkers and bike riders will need to arrive via the road west of the main parking lot along the tree line and go around the dumpster and enter the playground via the asphalt path. A staff member will direct the student to their entrance.

If arriving from the north - enter via the path by the gym.. A staff member will direct the student to their entrance.

Amendment Statement

Statements in this handbook are subject to amendment with or without notice. The School Principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

Asbestos Plan to Inform

Consistent with the requirements of the Asbestos Hazard Emergency Response Act or "AHERA" (40 CFR Part 763) the Columbus Diocese Schools inspect for Asbestos Containing Building Materials (ACBM) and develop an Asbestos Management Plan for each school. This is to: "Ensure that workers and building occupants, organizations, or parent teacher organizations, are informed at least once each school year about inspections, response actions, and post response actions activities, including periodic re-inspections and

surveillance activities that are planned or are in progress.” “Ensure that short term workers (e.g. phone repair workers, utility repair workers, or exterminators) who may come in contact with asbestos in a school are provided information regarding the location of asbestos containing building material (ACBM) and suspected or assumed ACBM.” Some Diocese of Columbus school buildings contain known or suspected asbestos containing building materials and are subject to periodic surveillances every six months: Each of the school buildings has been inspected and an Asbestos Management Plan is currently available for review at the school offices. This notice is provided as the annual notification required by AHERA.

Athletic Association/Parish Sports

The primary goal of the St. 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 St. Agatha School. Our sports program is designed to teach children the value of athletic competition in a Catholic environment.

The Athletic Association conducts the following sports:

Soccer		Summer		Boys and Girls		Grades 4 – 8
Soccer		Fall		Boys and Girls		Grades K – 4
Volleyball		Fall		Boys and Girls		Grades 4 – 8
Golf		Fall		Boys and Girls		Grades 6 – 8
Cross-Country		Fall		Boys and Girls		Grades 2 – 8
Field Hockey		Fall		Girls		Grades 4 – 8
Football		Fall		Boys		Grades 4 – 8
Basketball		Winter		Boys and Girls		Grades 4 – 8
Cheerleading		Winter		Girls		Grades 6 – 8
Baseball		Spring		Boys		Grades 4 – 8
Softball		Spring		Girls		Grades 4 – 8
Soccer		Spring		Boys and Girls		Grades K – 4
Track		Spring		Boys and Girls		Grades 4 – 8

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 fundraisers.

The Saint Agatha Athletic Association is responsible for the smooth running of the Parish athletic program. The sport/coach commissioner for each sport will determine the necessary concession stand requirements. **Incoming 4th and 5th grade parents are required to take the "Parent Like a Champion" program.**

Attendance

We strongly urge regular attendance throughout the school year for every student. According to Diocesan policy 5113.1 **"A school is justified in refusing credit to any student who misses 28 or more days in a school year."** Regular attendance is essential to your child's performance. You cannot expect a child to perform well if he/she is missing out on valuable classroom instruction. Absences due to vacations are not excused. Teachers will not be responsible for work assignments nor give advance work assignments to the vacationing student. It is the student's responsibility to inquire about class work missed during the vacation or any illness. The work must be completed within three days of their return to school.

Regular attendance is an important part of our educational program because the lessons taught follow a progressive course of studies. A frequent cause of unsatisfactory work is irregular school attendance. 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.

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

The parent or guardian of a student who will be absent from school must call or email the Nurse Office at 614-488-9000 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.

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 notify the school. A written statement giving reasons for absence or tardiness should be brought to the school upon the student'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 or phone call from a parent must be given to the School Office. A parent or guardian must come to the School Office to sign out the student.

Absences

Excused Absence

Examples of an Excused Absence include:

- Medical appointment with a written excuse
- SEVERE weather conditions (Severity determined by the School Office.)
- Bus late arrival to school

Unexcused Absence

Examples of an Unexcused Absence include:

- Traffic
- Car trouble
- Getting a late start/ oversleeping
- Parent's errands

Tardy Policy

One of the purposes of education is to develop habits and patterns for life. In order to help the students form good habits of punctuality and courtesy, the following procedures are outlined. Tardiness also disrupts the child's ability to settle in properly for his/her school day.

Tardiness is defined as entering the classroom after 8:30 in the morning. After 8:30, a tardy slip must be obtained from the School Office. Office personnel will enter the data of absences, excused and unexcused tardies for attendance purposes.

Students who arrive between 8:30 a.m. and 9:15 a.m. are considered tardy. Students who arrive after 9:15 a.m. will be marked half-day absent. Early departures of more than 45 minutes will be marked half-day absent.

Arrive on time to avoid conflicts. Please note the guidelines for excused and unexcused tardiness.

Birthday Celebrations

Birthday invitations, letters to Scout Troops, etc. should be mailed from home unless everyone in the class is included. Teachers should not be requested to deliver such notices.

Bullying and Cyberbullying

The Diocese of Columbus Schools and their staff shall not tolerate any bullying on the school grounds or at another school activity on or off campus, 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 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 staff 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. If the

police should be involved, don't contact the bully's parents yourself.

Code of Conduct/Discipline Policies

Teachers and staff have the authority and responsibility to maintain discipline in the classroom. The purpose of our Code of Conduct is to create a Christian atmosphere, one of respect for all and responsibility, as well as to provide order and generate self control. Each person is expected to do his or her part to bring about this climate.

Christian conduct is always required of each child during the school day. Students are also expected to be good ambassadors of our school outside of the school day.

All students are to maintain appropriate conduct with respect to the following actions and any other rules found in the Saint Agatha School Family Handbook or designated by teachers, staff, playground and cafeteria workers, and bus drivers.

Examples of school-wide conduct includes the following:

- Obeying the directives of all adults in the building
- Observing the school dress code
- Not running or making excessive noise in the hallways or cafeteria
- No gum chewing in school or on school grounds
- Being honest in what we say and in what we do
- Not using inappropriate language
- Not cutting in line
- Respecting one another

Grades K-5 Discipline

Within the classroom the teacher will develop with his or her students a set of class rules by which all students must adhere. The consequences of not following school rules will be discussed with the students and communicated to parents.

These consequences may include:

- Verbal warning
- The issuance of a note from the teacher
- Telephone call to parent/guardian
- Conference with any or all of the following:
 - Principal, teacher, parent/guardian, student
 - Loss of privilege

Middle School Discipline (Grades 6-8)

Students will be made immediately aware of the infraction by the teacher who will issue a Disciplinary Notice Form (also known as a demerit). Students are expected to take these home to be signed by the parents. The slip will be returned the next day and turned in to the homeroom teacher. The demerits will also be recorded in Facts under behavior.

Violation of Code of Conduct/Class Expectations

- Disrupting class: lack of courtesy and respect
- Excessive Talking
- Inappropriate language
- Unacceptable behavior
- Unauthorized use of electronic devices
- Homework
- Writing on skin or clothing

Dress Code Violation

- No belt/shirt untucked
- Shirt length/blouse untucked
- Hair length
- Make up/nail polish/jewelry
- Non-uniform blouse undershirt, shirt
- Non-uniform sweatshirt or weather
- Inappropriate spirit day clothes
- Socks/shoes

Consequences

A demit will be issued for breaking an infraction.

- Every three demerits earns a 30 minute detention after school in the office from 3:10 PM-3:40 PM. Date to be determined by the administrators.
- At five demerits, students do not receive the end of the quarter reward.

Serious Misconduct

The following are considered acts of serious misconduct and will not be tolerated at Saint Agatha School:

- Fighting (defined as starting a physical confrontation with another student or adult or retaliating as a reaction to a physical confrontation that the student could have walked away from)
- Assault (defined as a student using any part of his or her body in anger against another student or adult without retaliation from the victim)
- Use or creation of inappropriate language, gestures, or depictions
- Blatant disrespect of adults or fellow students.
- Bullying (see the Diocesan policy below)
- Conduct on social media that is in opposition to the mission of Saint Agatha School and Parish or could be considered bullying (see the Diocesan Policy)
- Sexual Harassment (see the Diocesan Policy)
- Stealing
- Destruction or defacement of school property or property not belonging to students.

- Use of tobacco, electronic methods of nicotine delivery, alcohol or illegal or non-prescribed drugs or medications.
- Blatant misuse of the internet including but not limited to the viewing or disseminating of inappropriate material while at school or on school issued computers.
- Violation of the Diocesan weapons policy (see Diocesan Policy below).
- Chronic disregard for the general code of conduct.
- -ther offenses deemed serious by the principal.

Students who commit any of the above infractions or any infraction that, in the opinion of the principal, necessitates that removal of the student from the classroom and/or school may be sent home immediately.

The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her discretion.

Communication System

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 Advisory 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.

School Information System (FACTS)

The School Information System (FACTS) is a communication tool for posting announcements, grades, progress reports, and for email. It is the parents' responsibility to keep their profiles current and to log-in daily to check information.

Phone Calls and Personal Messaging

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.

Students are not permitted to use office phones to call home, if there is an emergency, the school will contact the parents. Students may not call home for items/homework they forgot. 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 8:25 AM to 3:10 PM. Mobile phones may be used after school only after students have left the building.

Student Directory Information

Parochial and Diocesan schools have the right to release directory information of students if public notice has been given to parents of students regarding the types of information that the school has designated as directory information and the period of time within which a parent or eligible student has to notify the school in writing concerning information about the student. Directory information may not be released to anyone using it for profit-making purposes.

Directory information regarding students will be released in various formats, including websites, unless a parent/guardian notifies the school that such information is not to be released regarding his/her child. Directory information includes names of students, grade level, honor roll, activities, sports, awards, and date of graduation.

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 or on school grounds.

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 Tremont Elementary School or the Upper Arlington Library. NO STUDENT MAY LEAVE UNLESS A PARENT OR OTHER AUTHORIZED ADULT SIGNS THE STUDENT OUT.

Red Alert

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 school 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 canceled 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 canceled, unless otherwise advised by the Red Alert School Team.

Custodial Rights (Diocesan Policy 5144.3)

Child Custody Changes

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

Discipline Policy

"Positive approaches to discipline teach and reinforce positive behaviors, are clear and equitably applied to all students; employ culturally competent practices, safeguard the well-being of all students and staff, keep students in school and out of the juvenile justice system, and incorporate family involvement. They focus on fair and consistent discipline; positive behavioral interventions and supports; social and emotional development; restorative justice interventions (i.e., engaging all parties affected by a transgression to engage in dialogue, resolve conflict, and teach alternatives to violence and aggression); and positive school climate. These approaches operate within a multitiered system of supports framework that encompasses universal prevention and skills building, early identification and intervention, and targeted supports for learning and behavioral concerns." - Excerpt from "Effective School Discipline Policies and Practices: Supporting Student Learning" Published By: The National Association of School Psychologist.

Dress Code

All items worn by Saint Agatha students must be in compliance with the following uniform 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 Start Up & Stock Up event held in August.

Shoes Grades 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. Boots may be worn to school, but students must change into school shoes for the school day.

Hair Policy Grades K-8

- Girls' hair must be one natural color. No eccentric colors or hairstyles are permitted. Hair accessories should be simple and match the uniform. Hair must be above the eyebrows. The judgment of the Principal is final in these matters.
- Boys' hair must be a traditional hairstyle that is above the collar, out of the face, above the eyebrows and neatly groomed. Hair must be one natural color. No eccentric haircuts or colors, fashion statements, vertical length/height of hair must be neat and well groomed, no extreme haircuts. No ponytails or buns allowed. The judgment of the Principal is final in these matters.

Girls' and boys' uniforms are available at:

Educational Apparel
3906 Brown Park Drive
Hilliard, OH 43026
614)876-3030

School Days Uniforms
4507 North High St.
Columbus, OH 43214
(614)262-6016

Or they may be ordered through Lands' End 1-800-469-2222.

(Saint Agatha School's preferred school number is 9000-3919-9. Lands' End Logo number 1367681K)

Girls Uniform Guide Grades K-5



Saint Agatha Catholic School Uniform Guide

Girls K-5



All year

Plaid jumper (knee length), white blouse (rounded collar, button-up or polo-style, short or long sleeve, tucked in), and white or navy knee socks (pulled up)



Quarters 1 & 4

Navy twill skort/short (no athletic-style skirts), white blouse (rounded collar, button-up or polo-style short or long sleeve, tucked in), and white crew or ankle socks



Quarters 2 & 3

Navy twill pants (uniform-style, no leggings), white blouse (rounded collar, button-up or polo-style, short or long sleeve, tucked in), and white crew or ankle socks



Layers, available through uniform stores: Navy sweater or cardigan (solid color, with or without logo, NO zippers or hoods allowed), Navy 1/4 zip fleece with crest or "Wildcat A" logo, Navy sweatshirt with crest logo or gray sweatshirt with "Wildcat A", Gray sweatshirt with PLAID "A". **All other St. Agatha sweatshirts are considered Spirit Wear (i.e. sport teams & RahRah sweatshirts).**

**Please refer to the Student & Family Handbook for specific uniform policies. Administration & staff communication supersedes all information appearing here.*

Boys Uniform Guide Grades K-5

Boys K-5



Quarters 2 & 3

Navy twill pants (uniform-style), light blue polo or button-up shirt (short or long sleeve, tucked in), and white, gray, or black ankle or crew style socks



Quarters 1 & 4

Navy twill shorts (uniform-style), light blue polo or button-up shirt (short or long sleeve, tucked in), and white, gray, or black ankle or crew style socks



Layers, available through uniform stores: Navy sweater or cardigan (solid color, with or without logo, NO zippers or hoods allowed), Navy ¼ zip fleece with crest or "Wildcat A" logo, Navy sweatshirt with crest logo or gray sweatshirt with "Wildcat A", Gray sweatshirt with RED "A". **All other St. Agatha sweatshirts are considered Spirit Wear (i.e. sport team & RahRah sweatshirts)**

**Please refer to the Student & Family Handbook for specific uniform policies. Administration & staff communication supersedes all information appearing here.*

Boys and Girls Uniform Guide Grades 6-8 (Middle School)



Saint Agatha Catholic School Middle School Uniform Guide

Grades 6-8



All year

Plaid skirt (knee length) white blouse (rounded collar, button-up or polo-style, short or long sleeve, tucked in), and white or navy knee socks (pulled up)



Quarters 2 & 3

Navy twill pants (uniform style, no leggings), white blouse (rounded collar, button-up or polo-style, short or long sleeve, tucked in), and white crew or ankle socks



Quarters 2 & 3

Navy twill pants (uniform style) with a solid color belt (black or brown), light blue polo or button-up shirt (Short or Long sleeve, tucked in), and white, gray, or black ankle or crew style socks



Quarters 1 & 4

Navy twill shorts (uniform style) with a solid color belt (black or brown), light blue polo or button-up shirt (Short or Long sleeve, tucked in), and white, gray, or black ankle or crew style socks



Layers, available through uniform stores: Navy sweater or cardigan (solid color, with or without logo, NO zippers or hoods allowed), Navy 1/4 zip fleece with crest or "Wildcat A" logo, Navy sweatshirt with crest logo or gray sweatshirt with "Wildcat A", Gray sweatshirt with PLAID "A". **All other St. Agatha sweatshirts are considered Spirit Wear (i.e. sport team & RahRah sweatshirts)**

**Please refer to the Student & Family Handbook for specific uniform policies. Administration & staff communication supersedes all information appearing here.*

Physical Education Uniform Grades K-8



Saint Agatha Catholic School Physical Education Uniform Guide

Available through Lands End or Educational Apparel stores

ALL Students K-8 on assigned P.E. day(s)



Quarters 1 & 4

Black with crest logo mesh shorts & Red with crest logo dry-fit t-shirt. White, gray, or black ankle or crew style socks. Uniform appropriate tennis shoes recommended.



Quarters 2 & 3

Gray with crest logo sweatpants & Red with crest logo sweatshirt. White, gray, or black ankle or crew style socks. Uniform appropriate tennis shoes recommended.

****Students MAY wear P.E. shorts & t-shirt underneath.**

*****Red P.E. sweatshirt is ONLY to be worn on P.E. days.*****

**Please refer to the Student & Family Handbook for specific uniform policies. Administration & staff communication supersedes all information appearing here.*

Uniform Additional Notes

- Students may dress down on their birthday or half birthday if they have a summer birthday. If a child's birthday falls on the weekend they may dress down the Friday before or the Monday after.
- Boys' uniforms are also available through the J.C. Penney catalog and other retail stores such as Target, Old Navy, etc.
- Uniforms will be required from the first day of school through the end of the school year. Exceptions are for "No uniform days" and "Saint Agatha Spirit Days" as selected by the Principal.
- Organizational uniforms (Scouts, etc.) may be worn on meeting days.
- 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.
- 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, however a watch may be worn; only one ring may be worn. Smart watches are not permitted during the school day.
- Hats are not to be worn in the building. Girls' headbands may be worn only to match uniforms (no feathers, cat's ears, etc).
- Makeup may not be worn. Body spray, perfume or aerosol are not allowed.
- Only clear nail polish may be worn for Grades K-5. Artificial nails are not permitted. Pale translucent pink polish may be worn by Grades 6-8 girls only.
- On "St. Agatha Spirit Days", students may wear red and gold, their Saint Agatha spirit wear or their school uniforms.
- Snow boots may be worn to school by all students for play in the snow during the winter months. The student must be able to put on and remove the boots by themselves. The student must have a separate pair of school-approved shoes to wear during the school day.

Out of Uniform Guidelines

Dress Code for Non-Uniform days, Dances, or other School Sponsored Activities:

No tank tops; all shirts must have sleeves. No short shorts or short skirts. The length of the shorts or skirts must be that of no more than 2 1/2" above the knee regardless of whether or no tights are being worn. No midriffs showing at any time. Tops and bottoms must meet at all the time. No see-through or low-cut tops may be worn. No tight fitting pants. Clothing may not have inappropriate words or pictures. Shoes must be worn at all times.

Drug and 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 Health Office.

Because some students are prescribed drugs with a potential for abuse*, Saint Agatha School Advisory 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), and 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. Smoking and the use of smokeless tobacco products by students are prohibited. 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 an 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.

Facility

St. Agatha School, Preschool 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. St. Agatha School meets all of 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 media 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.

Media Center

The Instructional Media Center is an extension of the classroom. Reading for pleasure, knowledge and enrichment is greatly encouraged. Both circulation and the card catalog are automated and can be accessed from classrooms. The Internet is available for research purposes. Books may be checked out of the Media Center by the students. Upon return the books will be held for 72 hours before being recirculated. 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.

Family Directory

In efforts to provide a family directory, each family will sign off on what is permitted to be shared with other families. Information will be determined by the parents/guardians on the acknowledgement forms of the handbook.

Fidelity to Church Teachings (Diocesan Policy 4116.06)

"All school personnel who serve in Catholic schools shall be examples of Catholic moral behavior and professionalism."

Fingerprinting

"All paid school staff must have on file both BCI and FBI background checks and must attend "Protecting God's Children."

Grading

The following and more information on Standards Based Learning including grading can be found on the Diocese of Columbus' Office of Catholic Schools website [linked here](#).

- "Grades" are determined through evidence of learning and reported by standard.
- Most recent evidence and progress over time are used to reflect achievement.
- Behavior and academic progress are both valued but are reported on and addressed differently.
- There is a system in place for communicating progress on students with special needs and English learners.

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 immediately 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.

Health Information and Requirements for All Students

To meet the educational and health needs of children and youth, it is essential to secure information concerning their general health status, including a recommended physical (within the past twelve (12) months) and dental exam, and an **Ohio Health History**. In addition, an **Emergency Medical Authorization** form is required for every student and **must be completed prior to the first day of school**. All information received will be considered confidential, shared only with appropriate professional staff. Please notify the school immediately of any changes in health status or contact information.

Ohio Revised Code 3313.671 and 3313.67 mandates that a complete record of immunization be filled within 14 days after school admission.

Students in grades PS, K, 1, 3, 5 and 7 will be screened for vision. Screening for hearing acuity will be done in grades PS, K, 1, 3 and 5. The grades for screening follow the Ohio Department of Health recommendations. Students who fail the initial screening tests will be rechecked before notices are sent home to the parents. Students in grades 6 through 8 may be screened for scoliosis.

In case of injury or illness, parents will be called at the judgment of the School Nurse or Principal. Parents will be asked to pick their child up **if a fever is 100 degrees or above**. In an emergency, the Upper Arlington Fire Department's emergency 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 Medical Authorization form**.

Medication Dispensing (Diocesan Policy 5141.0)

"A student using prescribed medication during school hours must have on file a signed medical authorization form from the parent(s)/guardian(s), and a properly completed physician's statement...Medication must be in original containers and have an affixed label including student's name."

Allergy Policy

Allergens that May Result in Anaphylaxis that Require Use of Epinephrine

1. Foods such as peanuts, tree nuts, milk, eggs, fish, or shellfish.
2. Medications such as penicillin or aspirin.
3. Bee venom or insect stings, such as from yellow jackets, wasps, hornets, or fire ants).
4. Latex, such as from gloves.

Students with Diagnosed Life-Threatening Allergies

1. At the start of the school year or upon transfer to the school, parents/guardians of a student with known allergies that may be severe enough to cause anaphylaxis should provide the school with student-specific medical orders, a medical management plan, and their own supply of epinephrine. The Information should include:

- a) Information about the food allergen, including a confirmed written diagnosis from the child's doctor or allergist.
- b) Information about signs and symptoms of the child's possible reactions to known allergens.

- c) Information about the possible severity of reactions, including any history of prior.
2. Parents or legal guardians of students who allow their child to possess and self-administer an epinephrine auto-injector must provide a completed Medication Administration Record Form to the school in accordance with the school's medication policies.
3. All students who have had a prior anaphylactic reaction or have otherwise been identified as at-risk for having a severe allergic reaction should have this addressed specifically in an individualized health care plan and/or emergency care plan.
4. The parent/guardian of a student with a known serious allergy may be requested to provide an extra epinephrine auto-injector to the school for use by authorized personnel in case of emergency.
5. A school official will notify each of the student's teachers when aware that a student is in valid possession of an epinephrine auto-injector in accordance with the school's medication policies.
6. A school official will notify each of the student's teachers about the epinephrine auto-injector that was provided by the parent/guardian and where it is stored in the school for use by authorized personnel in case of emergency.

Individuals with Undiagnosed Life-threatening Allergies:

For students, staff, and any other individual on school grounds:

1. Every school building is recommended to maintain a stock of at least two epinephrine auto-injector devices at all times. The principal and the school nurse are responsible for identifying one or more locations in the school in which an epinephrine auto injector must be securely stored.**
2. Each school should obtain a prescriber-issued protocol specifying definitive orders for epinephrine auto injector and dosages of epinephrine to be administered through school. This protocol may be used: Epinephrine Standing Order Protocol and Standing Order Certification Form.
3. It is recommended schools maintain documentation of the training course(s) successfully completed by each employee who is authorized to administer epinephrine and make such documentation available upon request.
4. Schools are encouraged to train and authorize more than the legally required minimum number of school staff to administer epinephrine. All school staff should have a basic awareness of the major signs of anaphylaxis and know whom to alert in case of an emergency and where the stock epinephrine auto- injectors are located.
5. Designated school staff shall check the expiration dates of the stock auto-injector devices at least twice

Home and School Association

The Home & School Association is the body responsible for building strong working relationships between parents, teachers, and the school in support of our students. HSA facilitates opening the lines of communication with parents and involving them in the life of the school. It also is responsible for providing educational programming and social events for students and parents, all while assisting in raising funds to support the school.

Lunch Program

St. Agatha School will be offering students the service of ordering lunch for this school year. We will be partnering with Chocolate Cafe.

Office 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:

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

Student Records are kept locked in the School Office. Teachers must sign them in and out.

Protecting God's Children (Diocesan Policy 4110)

"The Protecting God's Children program includes not only information on the scope of child sexual abuse, but also contains a plan for its prevention at parishes and schools."

School employees and volunteers "are required to complete a civilian criminal background check and participate in a Protecting God's Children training session."

Publishing Student Information (Diocesan Policy 5126)

"Personally identifiable information may be published if the parent(s)/guardian(s) signs and dates a consent form prior to the release date."

Reporting Sexual Abuse (Diocesan Policy 5140.05)

"Conduct which constitutes sexual harassment is prohibited... Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved...The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect."

School Safety

Building 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 School Office. The only entrance during the school day is the main entrance of the school off the playground on Northam Road, which has a security camera and buzzer system.

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. Upper Arlington Police Officer E. J. Windham is our School Resource

Officer. He visits the building regularly and is on our property often. If you notice an Upper Arlington police car or D.A.R.E. truck in the parking lot, do not be concerned. It is Officer Windham.

Emergency Closings

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 is also part of the process. When the road conditions are too dangerous for travel, all elementary and high schools shall be canceled. 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 for "Columbus Catholic Schools" as the announcement.

If the winter weather hits after school is already in session, please listen to the radio/TV for school closings throughout the day. If Upper Arlington and/or Columbus City Schools close, Saint Agatha School **WILL NOT CLOSE** until 3:00 p.m. If the buses arrive early, bus riders 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 School Office to sign out for him or her in the customary manner. There is no need to call ahead and it may be difficult to get through.

Parents will receive email notification and a text message from the School Information System (FACTS). If your phone number or email changes, please notify the School Office immediately so you will not miss any messages.

Safety Drills

State law requires that schools have regular fire, tornado and lockdown drills. Careful procedures are in place to provide protection for students in the event of an 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.

Social Media Policy (Diocesan Policy 5144.3)

“Conduct at school or away from school that is inappropriate to Christian moral standards, conduct that is in violation of the law, including social media, 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.”

Student Code of Conduct

Behavior On Campus

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, Out of Uniform Days, etc. Any school property (books, desks, chairs, equipment, etc.) damaged or lost by students must be repaired or replaced. 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 Office by the Principal, Guidance Counselor, teacher on duty, staff member, or homeroom teacher. Any student who engages in fighting will be sent to the Office immediately.

The Code of Conduct serves to guide the behavior of students at Saint Agatha School. Courtesy and respect to teachers, school staff, volunteers, other students and visitors is a tradition in our school. Respect and obedience to the judgment of teachers is expected. 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, forgery, or violating copyright laws. Materials accessed through the Internet must be properly cited when referenced.

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.

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

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. Electronic, entertainment, and communication devices may not be turned on or taken out of backpacks during school hours or at school-sponsored activities. Smart watches are not permitted during the school day. Electronic readers (Nooks, Kindles, etc.) are to be used only for their intended reading use and under the supervision of the teachers. On school grounds, cell phones may be used only after school to contact parents/guardians.

Playground Rules and Regulations

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 include: fighting, tackle football, roughhousing, snowball throwing, or dangerous activity. Picking up, rolling in, or throwing snow is not permitted.

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, not 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, Northam Park, or any other visual obstruction. Children are kept away from and advised to stay away from parked cars, bicycle racks, refuse cans, patches of ice and/or piles of snow.

Food/Drink:

Students are to eat lunch and all snacks in their cafeteria and may not take any food outside unless going out as a class and supervised by their teacher.

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.

Suspension and Expulsion Policy

Suspension

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.

Expulsion

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.

Upon the request for an appeal hearing by any parent or guardian, the President of the Saint Agatha School Advisory Board will appoint a committee of at least three School Advisory 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 statements 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.

Technology and Acceptable Use Policy

Acceptable Use Policy

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

Cell Phone Policy

Cell phones may only be used by students after school to contact parents/guardians. During the instructional day, cell phones must remain in the students locker or backpack and in silent mode.

Tuition and Refund Policy

Tuition (for 2022-2023 School Year)

Participating Member of Saint Agatha Parish Tuition

One Child.....	\$5,675	Deposit \$300
Second Child.....	\$4,960	Deposit \$300 per child
Third Child.....	\$3,980	Deposit \$300 per child
Fourth Child.....	\$3,725	Deposit \$300 per child

Non-Participating Member of Saint Agatha Parish Tuition

Grades One through Eight	\$8,405	Deposit \$300
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Saint Agatha Preschool Tuition

Three year Old Class.....	\$168.50 a month for ten months - \$1,685
Four Year Old Class.....	\$214.50 a month for ten months - \$2,145
Pre-K Class.....	\$301 a month for ten months - \$3,010

Saint Agatha School Tuition and Fee Policy

Families must pay their tuition bill through the School Information System (FACTS) (Saint Agatha's link

[https://online.the School Information System \(FACTS\)mgt.com/signin/3WR28](https://online.the School Information System (FACTS)mgt.com/signin/3WR28))

1. Set up in the School Information System (FACTS) system must be complete by July 1st for all new families and any current family not yet enrolled.
 - A late fee will be assessed to those families who have not met the July 1st deadline.
 - Once you have enrolled in the School Information System (FACTS) for the first time you will not need to re-enroll each year. Your account will carry over. However, in the spring a letter will be sent home with your current elections. This is how your account will be rolled over. You must approve and sign this letter and return it to the school by the letter deadline. This will ensure your account is re enrolled.
2. The School Information System (FACTS) payment plans are as follows: monthly payments, four quarterly payments, bi-annually, or a one time payment. Payments start in July. Payments can be made on the 5th or 20th of the month.

The School Information System (FACTS) payments can be made through checking or savings accounts or VISA or MasterCard. The Annual Enrollment Fee charged by the School Information System (FACTS) is based on the following schedule: three or more payments: \$50.00; two payments: \$20.00; pay in full: \$20.00. These payments are nonrefundable.

The School Information System (FACTS) you will authorize your bank to automatically transfer payment from your checking or savings account. Please be assured that neither the School Information System (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 the School Information System (FACTS) on the day you authorize. If you choose to pay by credit card, payments will be charged on the day you authorize. The School

Information System (FACTS) charges a 2.85% fee for using a credit card.

Parents who are unable to meet their tuition payment options are responsible for advising the Pastor, and the Principal, 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.

Financial assistance is available from the Columbus Diocese and the Saint Agatha School Dorothy Faber Endowment Fund. Each applicant seeking assistance from the Dorothy Faber Endowment Fund must also apply for assistance from the Diocesan Assistance Fund, the School Information System (FACTS) Grant & Aid. 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.

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

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

Saint Agatha Parish will subsidize tuition for active (attending Mass), participating (in Sacramental and Parish activities) and contributing (treasure) Catholic families. In addition to the many needs of the School, the Parish has many ministries in which members may participate, and other needs that members may be able to fulfill. The Parish Office has more information about these programs. Catholic families who belong to another parish that does not have a school may seek a subsidy from that Parish. The Pastor of the Parish to which those families belong must sign a subsidy agreement letter. The amount of the subsidy will be up to their Pastor or his staff to determine, and must be listed in the agreement. A copy of the subsidy agreement may be obtained from the Parish Office to which those families belong.

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.

Student transfers from other schools in the Diocese will be accepted only if tuition is current at that school.

Application Fee: Kindergarten families and any new families will be required to pay \$120 per student at time of application. This \$120 is not refundable.

Acceptance 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 toward the students tuition.

Families enrolling students in Saint Agatha School during the academic year must prepay the present bimonthly's tuition before the child or children shall be permitted to attend class.

Tuition refund: If a student leaves Saint Agatha School, tuition for the current school year will not be refunded. If a family is moving out of town, they will need to meet with the Principal and the Pastor to discuss if any tuition will be refunded.

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, unless there is an outstanding balance.

Use of Name and Branding Policy (Diocesan Policy 1600)

"Faculty members, staff, students, parents and parish members may use or authorize the use of the school name, logo, or insignia (alone or in conjunction with the name of a specified organization or activity) only with the written approval of the pastor and principal."

Visitor Policy

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.

- 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.
- Submit.

Acknowledgement of Risks

We, the parent(s) and student who are signing this student handbook for Saint Agatha School, acknowledge and agree that, as a student at the School and as parent(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, of student and/or parent(s) acquiring a communicable diseases (such as COVID-19) and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function. By signing this School Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks, including the risk of serious illness and death, and acknowledge that attending in-person classes and other in-person School/parish functions are the choice of each family, including ours. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function.

Permission for Use of Photos

I give Saint Agatha School permission to take my child's picture. I understand that it MAY appear in the school newsletter, local paper or on the school's website (without personally identifiable information).

[Click here to sign off on the forms.](#)

Policy 5000- Privilege of a Catholic Education



5000 Series – Students

Policy 5000

Privilege of a Catholic Education

Effective: August 1971

Revised: July 2023

☐ Elementary

☐ Secondary

☒ Both

Catholic schools exist to collaborate with parent(s)/guardian(s) to foster spiritual growth and the educational development of each child. Catholic schools also serve the community, particularly the Catholic community of the diocese.

Catholic schools of the Diocese of Columbus shall be open to children of parent(s)/guardian(s) who seek the religiously oriented education which Catholic schools can provide. Schools shall recruit and admit students of any race, color, gender (except those schools supporting a single gender according to their mission) or ethnicity to all its rights, privileges, programs, and activities. In addition, the school shall not discriminate on the basis of gender, race, ethnicity, religious affiliation, English proficiency, or disability (medical or academic) in the administration of its educational programs and extra-curricular activities.

Preference shall be given to members of Catholic parishes. Others shall be welcomed on the basis of availability of space at the discretion of the pastor and/or principal.

Pastors and principals shall exercise discretion in judging admission of pupils. Pastors and principals must refuse admittance to anyone who, in their opinion, seeks to enroll for the purpose of circumventing the law.

Catholic schools are schools of choice. Any parent who wishes to have a Catholic education for his/her child agrees that the parent and child will abide by the policies and regulations of the school.

If the policies and/or regulations are not adhered to, or if the school determines that attendance by a student will not be continued, the child may be asked by the principal and/or pastor at the elementary level and the principal and/or superintendent at the high school level to leave the school.

Harassment Policy

HARASSMENT POLICY FOR EMPLOYEES AND ADULT VOLUNTEERS

1. Harassment can take many forms. Harassment can occur at any parish activity, and/or can take place in classrooms, halls, cafeterias, gymnasiums, or even at programs sponsored by the parish at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.

It is the policy of the Diocese of Columbus to maintain a spiritually enriching environment, in all programs and activities, free of all forms of harassment and intimidation. **No youth participant, volunteer adult leader, or parish staff member - male or female - should be subject to unlawful harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, either verbal or physical.**

2. Conduct which constitutes sexual harassment is prohibited. Sexual harassing conduct includes, but is not limited to, the following:
 - Offensive sexual flirtations, advances, propositions;
 - Continued or repeated verbal abuse of a sexual or gender-based nature;
 - Explicit or degrading sexual or gender-based comments about another individual or his or her appearance;
 - The display or circulation of sexually explicit or suggestive writing, pictures or objects;
 - Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender or sex;
 - Graffiti of a sexual nature;
 - Fondling oneself sexually or talking about one's sexual activity in front of others;
 - Spreading rumors about or categorizing others as to sexual activity.
3. Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on **gender**. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which are based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and volunteers must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or other action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, program evaluation, participation in parish programs or activities, or any other condition of employment or achievement.

Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a youth minister consoling an adolescent with an

Policy 1070- Racial Nondiscrimination



1000 Series – School and Community

Policy 1070

Racial Nondiscrimination

Effective: July 2021

Revised: July 2023

☐ Elementary

☐ Secondary

☒ Both

The Ohio Department of Education requires the following: The governing board of the non-public school shall adopt and implement policies of non-discrimination on the basis of race, color, national and ethnic origin. After the policies are adopted, copies of adopted policies must be sent to Nonpublic Educational Options for approval on school letterhead. The adopted racial nondiscriminatory statement must appear in the school's advertisements, website, policies, handbooks, manuals, etc. ODE will verify that the statements are included in handbooks and manuals when they are uploaded into the application and during site visits. The policies must be sent to ODE at the same time as the Affidavit of Intent Not to Discriminate.

"The governing board of Saint Agatha School located at 1880 Northam Road in Upper Arlington, Ohio 43221 has adopted the following racial nondiscrimination policies. "The Saint Agatha School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs. The Saint Agatha School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel."

Appendix of [Diocesan Policies](#)