

Index

Accreditation.....	10	Field Trips.....	11
After School Programs.....	16	Free and Reduced Lunch.....	16
Arrival and Departure.....	14	Immunization Records.....	5
Asbestos Management Plan.....	18	Leaving School.....	14
Attendance.....	13	Medical Records.....	5
Birthday Snacks/Treats.....	16	Medicine.....	5
Behavior Sequence of Consequences.....	19	Message To Parents.....	2
Brief History.....	2	Montessori/EDEP	21-43
Bullying	17	Nondiscrimination Policy.....	2
Cafeteria.....	16	Promotion.....	12
Child Abuse.....	18	PTO (Parent Organization).....	19
Communication		Records.....	4
Home / School.....	9	Report Cards / Grading.....	12
Teacher / Parent / Student.....	9	Registration	3
Contact with the Principal.....	10	Registration - Age Consideration.....	4
Commencement-8 th Grade.....	13	Registration - Mid-Year.....	4
Criminal Records Check.....	16	Resource Teachers.....	11
Curriculum		Safe Environment Training.....	17
Academic Areas.....	11	Safety Drills.....	16
Religion.....	10	School Board.....	20
Music/Band.....	11	School Closings and Delays.....	15
Dress Code		Standardized Tests.....	12
Montessori.....	6	Tardiness.....	13
Kindergarten -5 th Girls & Boys	7	Technology.....	11
General Guidelines.....	6	Testing Referral.....	12
Dress Considerations.....	8	Transportation.....	15
Middle School Girls.....	7	Tuition.....	4
Middle School Boys.....	8	U.S.Conference of Catholic Bishops.....	2
Emergency Contact Information.....	5	Vision Statement.....	3
Emergency Dismissal.....	15	Visits to the School.....	8
Extra Curricular.....	19	Parents in the Building.....	9
Family Involvement.....	19	Withdrawals.....	14

Saint Agatha Academy

244 South Main Street
Winchester, KY 40391
School Phone (859) 744-6484
Fax (859) 744-0268
Web Site: <https://www.saintagathaacademy.org>
Principal: Deacon Ron Allen

A Brief History ...

The Sisters of Divine Providence founded Saint Agatha Academy in 1919. Originally Saint Agatha Academy was both a boarding school and a school for local students from grade school through high school. In 1968, the high school was discontinued. Montessori classes began in 1977. Throughout its existence the school has prospered through many changes, holding true to the founding mission of providing spiritual and academic training to nurture the whole child. In 1984, the Sisters of Divine Providence sold the school to St. Joseph Catholic Church. We are now a parish school under the guidance of the Diocese of Lexington. In 2013, with the permission of Bishop Ronald Gainer, St. Agatha Academy became a classical liberal arts school serving Clark County as well as surrounding counties.

Message to Parents

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

U. S. Conference of Catholic Bishops

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

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

Nondiscrimination Policy

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

Vision

Saint Agatha Academy honors parents as the primary educators of their children to provide a strong academic, Catholic education to the boys and girls of the parish and community. Our Montessori and Classical programs complement one another to inspire wonder and to seek God (*Quaerere Deum*) with the hope of joyful discovery and ultimate knowledge of the transcendentals: goodness, truth, and beauty. St. Agatha Academy labors to lead children to understand their dignity as creatures made in the image and likeness of God and readies them to be heirs to the Kingdom of God.

Registration

Registration for an upcoming school year usually begins in February and consists of three phases ending in open enrollment as space permits. Due to the high demand and limited space, we have a waiting list and a registration procedure.

SAA Registration of Current Families - Phase 1

During this phase, parents of students already enrolled in the school have the opportunity to re-enroll their children and add any siblings that will be new to the school.

SAA Registration of Parishioners - Phase 2

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

SAA Open Registration - Phase 3

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

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

Registration – Age Consideration

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

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

Registration – Mid-Year Acceptance

If a student requests enrollment in Saint Agatha Academy after the school year has begun, they will be asked to provide several items as prerequisites to determine whether the student will be accepted. We ask for the following: the student's last grade card/progress report and a parent interview with the teacher and department chair.

Tuition

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

Records

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

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

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

Immunization Records

Shot/Test/Exam	Required for:
Polio	Kindergarten enrollment
HIB Vaccine (protects against meningitis)	Kindergarten enrollment
Hepatitis B Vaccine.	Kindergarten enrollment
Hepatitis A Vaccine.	Kindergarten enrollment
Varicella	Recommended for Kindergarten
MMR-1 st shot (measles, mumps, rubella)	15-18 months
MMR 2 nd shot (measles, mumps, rubella)	Kindergarten enrollment
Hepatitis A	Recommended for 6 th Grade
Pertussis, Diphtheria, Tetanus Shot	Before entering 6 th Grade
Td or Tdap	Kindergarten enrollment
Dtap/DTP/DT.....	Kindergarten enrollment
Physical Exam 1 st	Within 6 months of entering Kindergarten
Physical Exam 2 nd	Before entering 6 th Grade

Emergency Contact Information

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

Medical Records

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

Medicine

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

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

Saint Agatha Academy Dress Code



Dress Code – General Guidelines

- Pants/slacks/skorts/shorts that are spandex, corduroy, or jean material are not permitted. Pants/slacks/skorts/shorts that are hip-hugger, low rise, oversized or excessively tight are not permitted. Pants/slacks/skorts/shorts must be without decorative features, including contrast stitching, bell bottoms, flaps on pockets, or sewn-on (patch) pockets. Acceptable styles of pants/slacks/shorts must have the following: flat or pleated fronts, straight legs, and front/back slash pockets. They must be worn at the waist, and may not have holes, slits in legs, or rips. All pants/slacks/skorts/shorts must be uniform style.
- All clothing should be void of name-brand logos.
- Only SAA logos are permitted.
- We suggest long pants or tights/leggings during the cooler months.
- Shirttails must be tucked in.
- Clothing must not be worn excessively tight.
- Socks must be worn with all shoes.
- Good personal hygiene must be maintained.
- No facial hair permitted.
- No unnatural hair colors.
- Any “fad” that the principal and staff designate as improper for school will not be permitted.
- Students must conform to the dress code for field trips unless the nature of the trip requires another type of dress, in which case the parents will be notified.
- Out-of-uniform days permit students to dress according to the activity of that specific school day. Such items as bike shorts, short shorts/skorts/skirts, tank tops, shirts with off-color slogans, low-cut blouses, exposed midriffs, or tight pants are not permitted.

Montessori

- Students in the 3-year-old and 4-year-old program need to wear navy blue pants, leggings, or shorts/skorts.
- Girls may wear the drop-waist plaid jumper. Shorts must be worn underneath.
- White or light blue shirts with collars are to be worn and should include the SAA logo.
- Navy blue sweaters, sweatshirts, and vests may be worn over the shirts. These should also include the SAA logo.
- No boots, sandals, or backless shoes.
- Students should have neatly groomed hair.

Kindergarten – 5th Grade Boys & Girls

- Girls may wear the drop-waist plaid jumper or skirt. Shorts must be worn underneath.
- Navy uniform shorts—flat front, pleated front or pull-on
- Girls may wear the navy or plaid uniform skort (3rd grade & up)
- Navy uniform slacks –flat front, pleated front or pull-on
- Belt to be worn with slacks with belt loops (3rd grade & up)
- Knit polo style shirt, short or long sleeve – white or light blue.
- Oxford & broadcloth shirt, short or long sleeve – white or light blue (girls may wear peter pan collar) with the SAA logo.
- Turtleneck – white or light blue
- Navy sweater –crew, V-neck, or buttoned cardigan with the SAA logo
- Navy vest – crew, V-neck, or buttoned cardigan with the SAA logo
- Navy and other color sweatshirts – with the SAA logo
- (Navy or white crew socks or ankle socks (which must be seen above the shoe), girls may wear tights in white or navy.
- No backless shoes or sandals, boots
- Boys are not permitted to wear earrings.
- Boys are to have neatly groomed hair.
- Between Thanksgiving Break and Spring Break we suggest pants and tights or leggings under skorts, skirts, or jumpers as the weather dictates.
- Girls are not permitted to wear makeup.

Middle School Girls (Grades 6 – 8)

- The principal shall have the final say as to whether an article of clothing meets the uniform code.
- Khaki uniform shorts (no shorter than 2 inches above the knee)
- Khaki chino skort
- Khaki uniform slacks – flat front or pleated front brushed twill.
- Belt with buckle to be worn with slacks with belt loops.
- Knit polo style blouse, short or long sleeve – white, navy, royal blue, or red.
- Oxford & broadcloth shirt, short or long sleeve – white with the SAA logo
- Turtleneck – white, navy, or red
- Interlock knit Over Shirt – short or long-sleeved white, navy, royal blue, or red with the SAA logo.
- Girl's ¾ sleeve blouse w/ princess seams – white Navy sweater –crew, V-neck, or buttoned cardigan with the SAA logo
- Navy vest – crew, V-neck, or buttoned cardigan with the SAA logo
- Navy or other color sweatshirts – with the SAA logo
- Navy or white crew socks or ankle socks (which can be seen above the shoe)
- Tights in white, navy, or regular stockings are permitted.

Middle School Boys (Grades 6 – 8)

- No backless shoes or boots, sandals
- Khaki uniform shorts—flat front or pleated front
- Khaki uniform slacks –flat front or pleated front
- Belt with buckle to be worn with slacks with belt loops.
- Knit polo style shirt, short or long sleeve – white, navy, royal blue, or red with the SAA logo
- Oxford & broadcloth shirt, short or long sleeve – white with the SAA logo
- Turtleneck – white, navy, royal blue, or red
- Interlock knit Over Shirt – short or long white, navy, royal blue, or red with the SAA logo.
- Navy sweater –crew, V-neck, or buttoned cardigan with the SAA logo
- Navy vest – crew, V-neck, or buttoned cardigan with the SAA logo
- Navy or other color sweatshirts – with the SAA logo
- Boys are not permitted to wear earrings.
- Boys are to have neatly groomed hair.
- No backless shoes or sandals, boots

Dress Code Considerations

- A student failing to conform to the uniform code will be given a warning and be taken to the uniform exchange for proper attire. At the discretion of the principal, subsequent offenses will result in calling the parents to bring proper items of clothing to school. The student will not be permitted to attend class until they comply with the uniform code. Any exception to the uniform code regulations necessitates a note signed by the parent and approved by the principal.
- Students go outside for recess whenever weather permits, even in colder temperatures. Please dress your child appropriately for the cold weather by sending them to school with hats, scarves, and mittens/gloves.
- Throughout the school year we will have the occasion to celebrate school spirit with a Spirit Day. Students will be able to wear their Saint Agatha Academy “gear” on those days. SAA team uniforms, SAA sports sweatshirts, SAA hats, and SAA t-shirts can be worn.
- *Lands End* and *Tommy Hilfiger* also carry our dress code items. Both suppliers can embroider the school logo on items ordered. If uniforms are purchased elsewhere, the office keeps a list of people and places that will embroider.

Land's End - www.landsend.com/get-started School Code 900029729

Tommy Hilfiger - <https://www.globalschoolwear.com/emailsignup>

Visits to the School

Saint Agatha Academy welcomes visitors to experience our community. Parents are required to stop at the school office to drop off forgotten assignments, books, lunches, etc. The school secretary will get these items to your child without disruption to regular classroom instruction. Whenever visiting the school for any reason, you must report to the school office to sign in and receive a visitor's nametag. The nametag is to be worn while you are assisting/visiting the school. Parents are more than welcome to have lunch with their children if they are signed in.

Parents in the Building

Saint Agatha Academy is a safe, child-friendly environment. We ask that parents do not escort their children beyond the school lobby. Taking them to their lockers and classrooms in the morning is unnecessary. Children quickly learn routines and procedures for starting the school day. If they need assistance bringing in projects or extra materials, we encourage classmates to help each other. Even the youngest child can quickly learn confidence and self-reliance.

Communication – Teacher/Parent/Student

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

1. Parents need to discuss any problems concerning their child with the teacher first.
2. If there needs to be continued discussion, please reach out to the chair of the child's department. Mrs. Jeanne Lane (pre-k and k) Mrs. Susan Wallace (grades 1-5) Mrs. Kate Blair (grades 6-8)
3. If a satisfactory solution to the problem has not been reached after reasonable discussion with the teacher and chair, parents may contact the principal to help find a solution.

Communication – Home/School Communication

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

1. News and upcoming events will be sent through Constant Contact.
2. The school office telephone number is 744-6484. If it is necessary to speak to your child's teacher, please call the school office and leave a message with the school secretary or email the teacher.
3. Our school website is www.saintagathaacademy.org. Log on for general school information, fundraising event updates, and links.
4. Our student management system, Sycamore, will also have information. There is a school calendar with events, grades for students in grades 3-8, and classroom homepages for more class-specific information.

5. Teachers are encouraged to keep in contact with parents via e-mail, phone calls, etc. Teachers place their student instruction and supervisory duties first on their list of priorities. Please allow one to two days for return calls. Please do not call teachers at home.
6. Conferences with teachers should be prearranged. Parents, teacher(s) or the principal can request conferences.

Contact the Principal

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

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

All communication will remain confidential.

Accreditation

The State of Kentucky's Non-Public Schools Commission certifies Saint Agatha Academy as an accredited school in Kentucky. The educational program also meets the requirements set by the Diocese of Lexington. Teachers design classroom instruction based on teaching objectives in accordance with the Diocese.

Recertification and accreditation will take place during the 2023-2024 school year with Cognia.

Curriculum – Religion

As stated in our Mission and Guiding Principles, the religious and moral training of our students is the most important part of our program. All students, both Catholic and non-Catholic, receive this training as one of our core subjects. The religion classes follow the curriculum guidelines established by the Diocese of Lexington and are under the jurisdiction of the pastor of St. Joseph Catholic Church.

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

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

Prayer and the richness of our Catholic culture are introduced as an intrinsic part of the school experience at Saint Agatha Academy. We begin and end the school day with prayer. Students learn about and celebrate the lives of the

Saints, traditional devotions, prayers, and observances, by participating in prayer services and activities that are scheduled throughout the year.

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

Curriculum – Academic Area

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

Music – Band

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

Technology

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

1. Kindergarten and grades 1-8 have computer class once a week in the school's computer lab. In addition to scheduled lab times, all grades access the computer lab under the direction of their core content teachers.
2. Our library has six computer stations. These computers are used at the discretion of the classroom teacher or librarian.
3. Students have access to the Internet under teacher supervision only.
4. ViewSonic boards are available in grades K-8.

****No Smart Watches may be worn in the classroom during class time. If parents choose to have their student wear a Smart Watch to school, they will be asked to put it in their backpack until the end of the school day.****

Resource Teachers

Saint Agatha Academy has access to resource teachers. Our school librarian serves as a resource teacher school-wide as well as our teacher aides. They work with students of all ages for a variety of reasons, which include tutoring, accelerated study, special projects, make-up work, and individual learning plans.

Field Trips

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

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

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

Testing Referral

Students at Saint Agatha Academy who are experiencing academic or psychological difficulties can receive testing through Clark County Schools or through private practice. This process creates 3-way communication between parents, school and psychologists and provides insightful information and recommendations that enable school personnel to better structure instruction to meet the needs of the student.

Report Cards and Grading

Report cards are issued three times (approximately every 12 weeks) each school year. Students in grades 3-8 receive letter grades and students in grades 1 & 2 receive age-appropriate grades for primary students. Kindergarten and Preschool students receive age-appropriate reports on their progress.

Student Assessment is based on the following:

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

Standardized Testing

Saint Agatha Academy students in grades K-8 take the MAP test (Measure of Academic Progress) 3 times a year; fall, winter, and spring.

Promotion

Students are promoted to the next level on an annual basis. If a student does not attain satisfactory achievement, the possibility of retention will be considered.

Parents are kept informed of the student's progress through Report Cards, Progress Reports, parent-teacher conferences, and communication from the Teacher and/or Principal. The parents are always consulted about retention and the best possible decision is made for the good of the student.

8th Grade Commencement

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

Attendance

When a student is absent from school, the parent or guardian is asked to notify the school office by 9:00 a.m. by calling the school office at 744-6484.

State and Diocesan regulations require that a student present a written excuse from a parent or guardian for each absence. Excuse notes are kept on file in the office.

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

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

1. If the parents decide to remove a student from school for an unexcused absence, the parents must submit a *note* to the Teacher one week in advance of the student's departure. Teachers routinely have another student record assignments during your child's absence. Parents should, however, refer to the teacher's orientation information regarding homework and make-up work procedures.
2. On returning to school, if homework was given prior to departure, the student must have the assigned work completed. The student is responsible for completing any additional assignments missed during their absence.
3. If tests were missed, it is the parent/student's responsibility to arrange with the teacher to make up the test.
4. Parents who decide to remove a student from school for an unexcused absence must realize that it is possible that some activities or assignments cannot be made up. (i.e., field trip assignments, in-class group projects, labs, etc.)

5. If the parent/student neglects to turn in the required work, no credit will be given.

Tardiness

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

A tardy is recorded for a student who is absent up to 1 hour of the regularly scheduled school day.

Leaving School

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

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

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

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

Withdrawals

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

Arrival and Departure

School doors open at 7:15 a.m. Students come into the building and report immediately to the cafeteria or designated area. School staff supervises waiting students. Students are dismissed to homerooms between 7:45 and 7:50 a.m. Class begins at 8:00 a.m.

Because of the shortage of parking at the school, we have staggered the dismissal times. Weather permitting teachers will bring departing students to the front of the school to wait for pick-up. As parents or designated adults come for

students, the student must notify their teacher before they leave the school grounds.

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

1. **Bus** students will be dismissed at 2:40 p.m. A supervising teacher will meet bus students in the lobby and direct students to waiting buses.
2. **Carpools and walkers** are dismissed, beginning at 2:45 p.m.
3. **After-Care** students will be dismissed to the appropriate supervised place.

Transportation

Transportation of the student is the responsibility of the parents.

Car Riders: Riders may be dropped off in front of the school in the morning, from the small semi-circle drive behind the church, or from the alley behind the school. If you park along the street, please pull to the curb. Stopping in the middle of the road is dangerous and is not permitted. There is a crossing guard in front of the school on Main Street to assist children who cross this street. Please do not drive into the courtyard to drop off or pick up students.

Walkers: A crossing guard is stationed at the crosswalk on Main Street each morning from 7:15 – 7:45 and in the afternoon from 2:40 – 3:10. Please cross only at the crosswalk.

Buses: Students riding the bus must be Kindergarten age or older. Students may sign up to take the bus one-way only or both to and from school.

Pupils riding the school buses are under the direct supervision of the school bus driver. The driver has the authority and responsibility for seeing that the rules and regulations of safe and appropriate.

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

If your child does not normally ride the school bus, but needs to ride the bus to go home with a friend, you must write a note. The note must come to the school office to be signed by the principal or principal's designee. Without a signed note, your child will not be able to use the school bus for transportation.

School Closing or Delay

In the event of inclement weather, please listen to the television, or radio or check Constant Contact or text message for information relative to school closing. Saint Agatha Academy calls for closings or delays independently from other schools. School is dismissed at the regular time (2:45 p.m.) on days with a

delay in opening. Saint Agatha Academy does not follow Clark County for school closures or delays.

Emergency Dismissal

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

Cafeteria

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

The cost of lunch for students is \$3.50. The cost of lunch for adults is also \$4.75 per lunch. Students may purchase milk for \$.50. Please pay in advance either weekly or monthly online or by check. Online payments may be made at www.myschoolbucks.com.

Free and Reduced Lunch

Applications for free and reduced lunches are distributed at the beginning of the school year. All inquiries and applications are kept completely confidential. If the family status changes during the school year, applications are available in the school office. All those who are eligible are encouraged to apply. The school receives Federal grant money because of having qualifying families.

Birthday Snacks/Treats

Students must receive prior permission from homeroom teachers before a snack/treat is brought to school. The decision regarding whether a treat is to be given out is that of the teacher or principal.

After School Program

After-Care services are available for PreK-8 students. Program hours are 3:15 – 5:45 p.m. For details and to sign up, please call the school at 859-744-6484.

Safety Drills

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

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

Criminal Records Check

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

Safe Environment Training

The Diocese of Lexington requires that all employees and volunteers who supervise children take Safe Environment Training through CMG. This is a sexual abuse awareness program. Contact Kathie Schweikart 859-808-1269 or kschweikart@cdlex.org.

Saint Agatha Academy Defines Bullying

Bullying, harassment or intimidation means a repeated action directed at another person. That action may be verbal or nonverbal communication; written communication; a physical act committed; or any other behavior committed by a student against another student with the intent to injure, intimidate, humiliate, alienate, or threaten another student that results in

1. Physically harming a student.
2. Damaging or stealing a student's property.
3. Substantially disrupting the orderly operation of the school.
4. Creating a hostile environment that substantially interferes with a student's education to the extent that it affects a student's performance in school, educational opportunities, or the student's physical or psychological well-being.

Adapted from the Harassment Policy for the Catholic Schools,
Diocese of Lexington, 4004.2.2 *Harassment*
Approved by: Bishop Ronald W. Gainer – June 2005
and Saint Agatha Academy School Board – April 10, 2006

Behavior – Sequence of Consequences

One of our goals at Saint Agatha Academy is to help the students develop self-discipline. A teacher is authorized and encouraged to contact a parent/guardian by note, e-mail, phone call, or conference whenever there is a concern about student responses or behaviors. Our discipline plan is designed to foster

necessary communication between the principal, teachers, students, and parents, as well as match the consequence to the offense. Efforts are made to help the student make the connections between the infraction and the consequence. (For instance; if a student deliberately writes on his/her desk, after completing the Refocus Form, the student may be asked to clean the tops of desks.)

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

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

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

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

Suspension involves the removal of the child from the classroom for a significant amount of time. Parents will be notified as to the time when the suspension will be served. The parents and the child must meet with the principal for the child to gain admittance back into class. Suspension is a consequence given in response to a serious infraction or re-occurring behavior problem. Suspension can be served in school at the determination of the principal.

Expulsion is permanent removal from school. The Principal and Pastor confer to determine a plan of action at this level. If a student participates in actions that present a threat to the school environment, or if efforts to modify behavior have been unsuccessful, the school has the right and obligation to expel the student.

Child Abuse

Any school authority having reason to believe that a child enrolled in the school has suffered any wound, injury, disability, or condition indicating abuse or neglect must by law immediately report to the proper authorities.

Asbestos Management Plan

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

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

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

PTO (Parent Teacher Organization)

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

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

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

Extra Curricular

The Saint Agatha Academy offers a wide range of sports and other extracurricular opportunities.

- American Heritage Girls (Kindergarten through 8th grades)
- Archery (1st through 8th grades)
- Cross Country (Kindergarten through 8th grades)
- Equine Guild (3rd through 8th grades)
- Game Guild (1st through 8th grades)
- Mass Choir Guild (3rd through 8th grades)
- Nature Guild (2nd through 8th grades)
- Student Council (4th through 8th grades)
- Students for Life (6th through 8th grades)

- Theater Guild (5th through 8th grades)
- Track & Field (Kindergarten through 8th grades)
- Violin (PreK-2nd grades)
- Wave (8th grade)
- Yearbook (4th through 8th grades)

The school endorses a policy requiring students to maintain academic standards. Details of the policy are handed out at sign-up time each season.

Family involvement

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

The following activities qualify as active fundraising:

- Working Bingo
- Charleston gift wrap
- Golf scramble
- Spaghetti Supper

School Board

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



***Saint Agatha Academy
Montessori
Preschool & Kindergarten
Parent Handbook***

2023 – 2024

Montessori Philosophy

The fundamental philosophy of Maria Montessori is to offer a prepared environment, based on manipulative materials, which enable children to develop their body and mind through movement; to create themselves and their personalities through the individual needs of the child. The activities help develop order, concentration, coordination and the independence necessary to receive academic exercises when ready.

The Montessori classroom encourages cooperation, collaboration and a helpful attitude. Lessons promote independence, neat and orderly work, and care of the learning environment. An early emphasis on letter sounds with a strong phonics background produce early readers in the Montessori program. Our students explore all subject areas including mathematics, geography, sensorial, practical life, art, botany, and biology.

Saint Agatha Academy students at all grade levels are immersed in a program with high standards for behavior, anchored within the Catholic faith. Daily prayers and reflections begin in the preschool years.

Montessori Classrooms

- Preschool students (3- and 4-year-old) Monday – Friday 7:45 a.m. – 3:00 p.m.
- Kindergarten students Monday – Friday 7:45 a.m. – 3:00 p.m.

Minimum Staff to Child Ratio

Age of Children	Ratio	Maximum Group Size - Maximum Group Size and Staff to Child ratio is determined by age of the youngest child
2 to 3 years	1:10	20
3 to 4 years	1:12	24
4 to 5 years	1:14	28
5 to 7 years	1:15	30

School age 7 and older	1 for 25 children	30 - (for before and after school)
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Curriculum

Each classroom follows the Montessori sequence providing each child an environment in which independent learning and individualized instruction can occur. Students are given the opportunity to explore, observe, and problem-solve. The Montessori learning environment encourages students to work independently, ask questions, and draw their own conclusions. Students work alone, in pairs and participate in circle time activities. The curriculum in the St. Agatha Academy Montessori aligns with Kentucky Early Learning Standards. Students explore subject areas including language, mathematics, geography, sensorial, practical life, art, botany, and biology. The Montessori program provides a strong foundation for academic excellence, social responsibility, spiritual formation and the physical development of the child.

Assessment

Montessori education is designed to identify and meet the needs of students at every stage of development. Assessment is built into the essential function of the classroom. The use of daily observation combined with the ability of the learning materials to reveal a child's understanding along with record keeping enables the Montessori teachers to closely follow their student's development. Parent-teacher conferences are held twice a year to review each student's progress. At each parent-teacher conference, parents are given a St. Agatha Montessori Preschool progress report using a progress scale of beginning, developing, and proficient. The progress report assesses the following developmental areas: social, emotional, physical, cognitive, language, mathematics, and progression in the Montessori sequence. If at any time a parent would like to discuss his/her child's growth and development, a parent-teacher conference can be scheduled. Please contact the classroom teacher or the Montessori director to schedule a conference.

Developmental Screening

Teachers will administer the Brigance Screening to Montessori preschool students within the first 60 days of school. If a referral is needed, parents will be notified within 30 days and a parent conference will be scheduled. The results of the screening will be shared with parents during the October parent-teacher conference unless a referral for services are needed.

Parent Observations

Parent observations will be held twice a year, in October and March. Parent observations give parents an opportunity to visit the classroom and observe their child in the Montessori environment.

Private School Service Plan (IEP)

If a child has a Private School Service Plan on file, St. Agatha Academy Montessori will support the plan

Arrival and Departure

School doors open at 7:15 a.m. Students come directly to their classrooms. Parents must sign-in his/her child each morning.

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

1. Carpools and walkers are dismissed at 2:45 p.m. Parents must sign-out his/her child each afternoon.
2. EDEP (After-care) students will be dismissed to the appropriate supervised place.

Sample Daily Schedule

Preschool Schedule

7:15 -7:45 a.m.	Building Opens – Morning Activities
7:50 a.m.	Prayer and Pledge in the classroom
7:50 – 11:00	Montessori work cycle (instructional time)
11:00 – 11:30	Recess
11:30 – 11:40	Prepare for lunch, hand washing, and bathroom
11:40 – 12:10	Lunch
12:10 – 12:30	Lunch cleanup, hand washing, and bathroom
12:30 – 12:40	Story time and prepare for rest time
12:45 – 2:20	Rest Time
2:30 – 2:45	Afternoon Prayer and Prepare for Dismissal
2:45	Dismissal

Kindergarten Schedule

7:15 - 7:45	Building Opens – Morning Activities
7:50 – 8:05	Prayer and Pledge in the classroom
8:05 – 8:20	Chapel
8:20 – 10:45	Montessori work cycle/Reading Block/Snack (instructional time)
10:45 – 11:00	Prepare for lunch, hand washing, and bathroom
11:00	Lunch
11:30 – 12:00	Recess
12:45 – 12:30	Science, Classical History, or Classical Art (instructional time)
12:30 – 1:15	Special classes
1:15 – 2:30	Montessori work cycle/Math Block (instructional time)
2:35	Announcements, afternoon prayer, and preparation for dismissal
2:40 p.m.	Bus rider Dismissal

Tuition Information

2023 – 2024 Tuition Rates

	Base Tuition	Book Fee	Technology Fee	Total Monthly Payment
Montessori 3 & 4-year-old	\$6,663	\$340	\$390	\$616.08
Montessori Kindergarten	\$6,663	\$340	\$390	\$616.08

\$150 (non-refundable) Registration Fee is due at the time of registration for each child.

Families with three or more children pay a cap of \$300 registration fee (after March 21 the registration cap is \$500). The \$535 book fee and \$635 technology and instruction fee are also capped at the two-child rate for all families of 3 or more children.

**An active parishioner means the family is registered and committed to being involved in the life of St. Joseph or St. Patrick Catholic Church parish. Parishioner status is certified by the parish priest through the completion of the Parishioner Verification Form, which can be obtained through the school website.*

Tuition Payment Options

- 1) Payment In-Full Option – Payments in full will receive a 2% tuition discount on base tuition.
- 2) Biannual Payment Option – First half payment is auto-drafted in June. Second half payment is auto-drafted by FACTS on December 20, 2022. There will be an SAA assessment of \$25 for drafts made on accounts with insufficient funds.
- 3) Monthly Payment Option – Monthly payments can be made through FACTS Tuition Payment Plan. You can access the FACTS system to set up your account through the school website at stagathaacademy.cdlex.org.

All NEW families must enroll with FACTS by Monday, June 1st.
Currently enrolled families already enrolled for FACTS Tuition Payment Plan do not need to re-enroll for FACTS.

Children's Records

A file will be kept on each child in the office. This file will contain all information needed for each child, according to state licensing regulations. If you have documents pertinent to your child's welfare, please see that a copy is included in their file (documents such as custody, court orders, allergies, doctor's orders, etc.).

Health Records

Each child is required to have an official current immunization certificate from his/her pediatrician on file. This certificate is required by the Health Department in order to verify that all children are up to date on their immunizations. For immunizations that expire, you are given 10 days to get an updated certificate or by law your child can not attend school.

Parent Release Forms

Parent Release forms are attached to each formal application and must be completed and returned prior to the first day of school.

- Indicate all those who may pick up your child without notice given from you. Please include the names of all-day care providers.
- A written note should be given to the teacher every time someone different is picking up your child. This includes grandparents, aunts and uncles, babysitters, and family friends.
- If an unforeseen circumstance comes up where you will not be able to pick your child up, you may call and speak to the Montessori Director or school secretary and let them know who will be picking up your child.
- Please inform anyone picking up your child that a picture ID will be checked. No exceptions will be made!

Attendance

When a student is absent from school, the parent or guardian is asked to notify the preschool director or school office by 9:00 a.m. by calling the school office at 859-744-6484. If the office does not receive a call, a parent will be contacted. State and Diocesan regulations require that a student present a written excuse from a parent or guardian for each absence. Excuse notes are kept on file in the office.

We ask that you try to make dentist, doctor, and other appointments at times other than during school hours.

Tardiness

Any student who arrives after 7:50 a.m. is marked tardy. For a student to be admitted to the classroom, the parent must accompany the student to the main school office and sign them in, giving a reason for tardiness. Perfect attendance will not be given to

students who have 3 or more unexcused tardies. An excessive number of late arrivals to school places a child at a disadvantage. If tardiness persists, a meeting with the principal will take place to resolve the problem.

A tardy is recorded for a student who is absent up to 1 hour of the regularly scheduled school day.

Illness

When you suspect a virus or other illness coming on please be sensitive to the other children in the classroom and do not send your child to school. Children with a fever of 100.4 degrees or above must be picked up from school within 1 hour of the call. If you take your child to his/her physician, and the physician assures you that the child is not contagious, the child can return to school with a written statement from the doctor. Otherwise, the child must be **FEVER FREE for 24 hours** (without Tylenol or Motrin) **BEFORE THEY MAY RETURN TO SCHOOL.**

We will notify you if your child seems to not be feeling well, based on typical behavior (even if there is no fever).

- **Please do not send your child to school if he/she has a fever, cough, congestion, running nose, headache, fatigue, sore throat, nausea, vomiting, or diarrhea.**
- Vomiting – If your child has one episode of vomiting during the school day, we will ask you to come and pick up your child.
- Diarrhea – If your child has 2 or more episodes of diarrhea (loose, watery bowel movements) during the day, we will ask you to come and pick up your child.
- Conjunctivitis (pink eye) – If your child is suspected of having conjunctivitis, we will ask you to pick up your child and take them to be evaluated by a physician.
- Rashes – If your child develops an unexplained rash we may ask that you pick your child up and have the rash looked at by a physician. There are many childhood diseases that are characterized by a rash, so to rule out the possibility of contagiousness we prefer to have a doctor's note stating the results. Otherwise, you may need to keep your child at home until the rash subsides.
- Lice – If we discover your child has head lice, we will call you to come and pick him/her up. You need to contact your pediatrician about treatment. With the proper treatment, your child may return to school. We will do a head check for any remaining nits. We have a NO NIT policy meaning your child may not return to school until all nits (eggs) are removed. Your child will be sent back home if any nits are found during a head check.
- Minimize germs - Learning materials, tables, chairs, etc. are washed on a regular basis. Children are encouraged to wash their hands often especially after outside play, going to the bathroom, before eating, and after blowing their nose. We need your help in this area too by keeping your child at home if they are sick and not feeling well. There are so many viruses that are airborne and can spread to other children rapidly even though we take many precautions to prevent it. The other parents will appreciate it and so will we.

Medication

We will administer medication as needed. Should your child need to take medication during the day, you must fill out and sign the form supplied by Saint Agatha Academy. Medication must be in its original container and you must specify time and amount to be given to your child. State regulations also require signed permission for sunscreen and topical ointment.

Allergies

If your child has an allergy to milk or other foods, be sure to alert the classroom teacher and kitchen staff in writing. Please check the lunch menu each week and send in alternate foods if your child is allergic to something on the menu.

Emergency Procedure

All full-time staff are required to stay certified in First Aid and CPR. First aid supplies are located in each classroom, the director's office, and the school secretary's office.

- Life Threatening – Call 911, administer First Aid and CPR as necessary, and call a parent. When a child is taken to the emergency room, a teacher or administrative staff member will accompany them and wait until a parent arrives.
- Serious But Not Life Threatening – Administer First Aid as necessary, call a parent. If parents cannot be reached, leave a message and wait 5 minutes. Call the emergency contact person on the release form. EMS will be called to transport the child if necessary. A staff member will accompany the child.
- Verbal and/or written communication will be given for any visible bump, bruise or scratch that occurs at school.
- St. Agatha Academy has an emergency procedure plan in place that is in compliance with diocesan policy.

Emergency Drills

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

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

Emergency Dismissal

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

Meals and Snack

A hot lunch is provided daily for students. Each meal is nutritionally balanced and will meet all state regulations. 1% white milk is served with each meal. Montessori students will be served a hot lunch in the classrooms. Parents also have the option of packing a healthy lunch with a noncarbonated beverage.

Snack preparation is part of the Montessori work cycle. Students will choose their own snacks during morning work. Snacks will be prepackaged.

Rest Time

State law requires that preschool students staying for longer than 3 hours have rest/nap time daily. SAA students will rest for 1 ½ hours. Soft music and books will be provided for children who have difficulty falling asleep or who wake up early. Individual cots with sheets will be provided. Students are asked to provide a blanket and travel-size pillow to be used during rest/nap time, which will be sent home on Fridays to be laundered and returned on Mondays.

Discipline Policy

The Montessori classroom environment is designed to have natural consequences for inappropriate choices. Guidance and redirection often solve the majority of discipline problems. Typical misbehavior results in the child being unable to use certain materials in the room or loss of free choice activities. Occasionally, students may be removed from the classroom to have private conversations in a non-threatening environment with the teacher, preschool director, or principal. Students who pose a threat or risk injury to themselves or others will be removed from the classroom immediately. No child will ever be left unattended and SAA does not administer corporal punishment.

Volunteer

St. Agatha Academy encourages parents to volunteer. Volunteers can assist in the classroom, the lunch room, serve on the PTO, chaperone and drive on field trips, etc.

- All volunteers must have *CMG training* on file with the school. Forms are included in the registration packet; however, they can be picked up in the school office at any time. If the records check indicates areas of concern, it is the duty of the school administration, after consultation with the appropriate authorities, to restrict that individual from designated access to the school.
- The Diocese of Lexington requires that all employees and volunteers who supervise children take Safe Environment Training through CMG. This is a sexual abuse awareness program. Contact Kathie Schweikart 859-808-1269 or kschweikart@cdlex.org.

Field Trips

Field trips are educational and planned by the teachers; therefore, all students should participate. Permission slips for every field trip must be signed and dated by a parent or guardian and returned to school along with designated fees before your child will be permitted to participate. Uniforms are worn on field trips unless otherwise stated. All the necessary information for the trip will be included with the permission slip.

Parent Education Night

St. Agatha Academy Montessori will host Parent Nights to help parents learn more about Montessori education. Parent Education Night will take place twice a year and be led by St. Agatha Academy Montessori teachers or guest speakers. Sample topics for Parent Education Nights are: Extending Montessori in the Home, An Overview of the Montessori Classroom, The Montessori Sequence for Language and Math, Gaining Independence in the Montessori Classroom, Grace and Courtesy, etc.

Montessori Uniform Policy

Due to the challenge of finding small sizes for preschool students in the uniform styles below, flexibility is given to families with students at this grade level. Please consult the principal, preschool director or your child's teacher if you have questions regarding the uniform policy.

Shirts: *****All shirts must have SAA logo*****

- Polo style-knit, jersey or pique; short or long sleeve; white or light blue
- Peter Pan collar (girls); short or long sleeve; white
- Turtleneck; long sleeve; white

Shorts and Slacks:

- Navy flat front, pleated front or pull on (elastic waist)
- No decorative stitching or brand logos
- No patch pockets, flared legs, low riders, Capri, or cropped style
- No cargo pants

Skirt/Skort:

- Navy or plaid (style #55) uniform skort purchased from Land's End
- Between Thanksgiving and Spring Break, tights must be worn with skort

Jumper:

- Drop waist jumper, navy or plaid (style #55)
- Plaid jumpers do not have to have SAA logo
- Shorts must be worn underneath

Sweater or Vest: *****All sweaters must have SAA logo*****

- Long sleeve V-neck vest, navy
- Long sleeve V-neck button-up cardigan, navy

Sweatshirt: ****All sweatshirts must have SAA logo****

- Navy
- Crew-neck with collared school shirt worn underneath

Socks/Tights:

- Navy or white crew or ankle socks (low cuts are allowed, but must be visible)
- Navy or white tights

Leggings:

- Leggings may be worn
- Leggings must be worn down to the ankle

Shoes:

- Closed heel and toe (ex. Sneakers)
- No backless shoes, sandals, or crocs
- No Ugg boots, rain boots or cowboy boots

Hair:

- No extreme hairstyles or colors permitted
- No dying or bleaching of the hair permitted
- Hairstyles shall be a natural and conservative style that does not cover the student's eyes
- Boy's hair should be a clean cut, above the ear, off the collar, and well groomed

School Mass Day:

- All students are required to wear a white shirt on Mass day
- In the winter, a white shirt with a navy sweater or sweater vest, or navy sweatshirt is permitted.

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

SAA Logos: Families with plain shirts and blouses with no logo may have them embroidered at Winchester Cleaners.

Order SAA Uniforms online at Lands' End – School code: 900029729

Children and Parent Rights

State Regulation: Licensed Day Care

- (a) The right to be free from physical or mental abuse;
 - (b) The right not to be subjected to abusive language or abusive punishment and
 - (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs, and
- (2) Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:
- (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider.
 - (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
 - (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
 - (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspensions, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying

information regarding children and their families shall remain confidential;

(e) The right to obtain information from the cabinet regarding the inspections at home, or the provider or program receiving public funds within the past year; and

(f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.

(3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

Effective: July 15, 1998

History: Amended 1998 Ky. Acts Ch. 524, sec. 3, effective July 15, 1998. -Created 1992 Ky. Acts Ch. 57, sec.1 effective July 14, 1992.

**St. Agatha Academy Montessori
Kindergarten & Preschool
Parent Handbook**

Student Name: _____

I have read and understand the policies and standards set forth in the St. Agatha Academy Kindergarten & Preschool Parent Handbook.

Parent Name _____

Parent Signature: _____

Date: _____

Please sign and return, in a sealed envelope, to your child's teacher on August 9th or August 10th at Montessori Student Orientation.



Integrated Pest Management Initial Notification Form

SPECIAL NOTICE

Dear Parent/Guardian, Employee

Saint Agatha Academy has a special program of Integrated Pest Management (I.P.M) in order to control pests in a way that minimizes economic, health, and environment risks via a monitoring and inspection program and the judicious use of pesticides. Those individuals applying pesticides here will be properly certified in keeping with applicable legal requirements for the IPM program.

If you want to be notified 24 hours in advance of a planned pesticide application, other than when bait is used or as soon as possible when an emergency pesticide application is necessary, please register in the office. You may also register by calling 859-744-6484.

Sincerely,

St. Agatha Academy

_____ Yes, I want to be notified in advance of the pesticide application. I understand I will be notified if an emergency application must be made without advance notice.

_____ I do not need to be notified in advance of pesticide application, I understand there will be pesticide applications in the school one time per month for pesticide control, and on occasion there will be emergency applications.

Parent/Guardian Name

Parent/Guardian Signature



Medication Dispense Form

This form is to be filled out daily.

- All medication, both prescription, and non-prescription (over the counter), must be in original containers with the child's name, physician's name, directions for use, and the date clearly visible.
- St. Agatha Academy will not exceed recommended dosage unless accompanied by a doctor's note.
- Do not put medication in your child's book bag. It must be given to a staff member.

Child's Name _____

Date _____

Medication Name _____

Dosage Instructions _____

Exact dosage

times to be given

Parent Signature _____

Teacher Signature _____

.....
(Staff use only)

Your child, _____, was given medication today at St. Agatha Academy.

Date

Time

Dosage Given

Teacher administering
Medication



St. Agatha Academy Montessori Incident Report

Date _____

Name of Person _____

Address _____

Birth Date _____ Male _____ Female _____

Telephone _____

Student _____ Employee _____ Visitor _____

Details of Incident

Time of Incident _____

Location of occurrence _____

Describe in detail what happened _____

Parent/Guardian Notified: Yes _____ No _____ By Whom _____

Other pertinent information regarding the incident _____

Teacher Signature _____

Director Signature _____

****Sign and return to school** _____

Parent/guardian signature

Would you like a copy of this incident report? Yes _____ No _____

Children and Parent Rights

State Regulation: Licensed Day Care

- (a) The right to be free from physical or mental abuse;
- (b) The right not to be subjected to abusive language or abusive punishment and
- (c) The right to be in the care of adults who shall meet their health, safety, and developmental needs, and
- (2) Parents, custodians, or guardians of children specified in subsection (1) of this section shall have the following rights:
 - (a) The right to have access to their children at all times the child is in care and access to the provider caring for their children during normal hours of provider operation and whenever the children are in the care of the provider.
 - (b) The right to be provided with information about child-care regulatory standards, if applicable; where to direct questions about regulatory standards; and how to file a complaint;
 - (c) The right to file a complaint against a child-care provider without any retribution against the parent, custodian, guardian, or child;
 - (d) The right to obtain information from the cabinet regarding any type of licensure denial, suspensions, or revocation of an operator, and cabinet reports that have found abuse or neglect by any child-care provider or any employee of a child care provider. Identifying information regarding children and their families shall remain confidential;
 - (e) The right to obtain information from the cabinet regarding the inspections at home, or the provider or program receiving public funds within the past year; and
 - (f) The right to review and discuss with the provider any state reports and deficiencies revealed by such reports.
- (3) The child-care provider who is licensed pursuant to KRS 199.896 or certified pursuant to KRS 199.8982 shall post these rights in a prominent place and shall provide a copy of these rights to the parent, custodian, or guardian of the child at the time of the child's enrollment in the program.

Effective: July 15, 1998

History: Amended 1998 Ky. Acts Ch. 524, sec. 3, effective July 15, 1998. -Created 1992 Ky. Acts Ch. 57, sec.1 effective July 14, 1992.

****Sign and return to school**

Parent/guardian Name

Parent/guardian Signature



Child Care Animal Consent Form

St. Agatha Academy
244 South Main Street
Winchester, Kentucky 40391

Child's Name _____ Date of Birth _____

I _____ give my permission for my child
_____ to be in the presence of the animals
listed below.

Animals

1. Fish
2. Chickens
3. Ducks
4. Cats
5. Dogs
6. Hamsters
7. Lambs
8. Caterpillars and butterflies
9. Rabbits
10. Frogs

Name of Parent/Guardian _____ Date _____

Signature of Parent/Guardian _____

Child Care regulatory policy will allow the following enclosed or caged classroom
animas with parental consent: fish, hamsters, gerbils, guinea pigs, hermit crabs,
turtles, birds, non-poison amphibians, bearded dragons, rabbits, chinchillas as well as
caterpillars and butterflies.

Montessori Kindergarten Daily Activities Plan - Sample

	Monday	Tuesday	Wednesday	Thursday	Friday
7:15	Greeting Wash Hands Morning Activities	Greeting Wash Hands Morning Activities	Greeting Wash Hands Morning Activities	Greeting Wash Hands Morning Activities	Greeting Wash Hands Morning Activities
7:45	Hang up coats & Book Bags Prayer and Pledge Lunch Count Announcements	Hang up coats & Book Bags Prayer and Pledge Lunch Count Announcements	Hang up coats & Book Bags Prayer and Pledge Lunch Count Announcements	Hang up coats & Book Bags Prayer and Pledge Lunch Count Announcements	Hang up coats & Book Bags Prayer and Pledge Lunch Count Announcements
8:00	Chapel	Chapel	Chapel	Mass (8:30 – 9:15 am)	Chapel
8:30	Calendar Time	Calendar Time	Calendar Time	Calendar Time	Calendar Time
9:00	<u>Reading/Montessori Block</u> 1. Practical Life 2. Sensorial 3. Reading/Letters 4. Math/Numbers 5. Snack Preparation	<u>Reading/Montessori Block</u> 1. Practical Life 2. Sensorial 3. Reading/Letters 4. Math/Numbers 5. Snack Preparation	<u>Reading/Montessori Block</u> 1. Practical Life 2. Sensorial 3. Reading/Letters 4. Math/Numbers 5. Snack Preparation	<u>Reading/Montessori Block</u> 1. Practical Life 2. Sensorial 3. Reading/Letters 4. Math/Numbers 5. Snack Preparation	<u>Reading/Montessori Block</u> 1. Practical Life 2. Sensorial 3. Reading/Letters 4. Math/Numbers 5. Snack Preparation
10:30	Hand Washing Bathroom	Hand Washing Bathroom	Hand Washing Bathroom	Hand Washing Bathroom	Hand Washing Bathroom
11:00	Hand Washing Bathroom Lunch	Hand Washing Bathroom Lunch	Hand Washing Bathroom Lunch	Hand Washing Bathroom Lunch	Hand Washing Bathroom Lunch
11:30	Recess	Recess	Recess	Recess	Recess
11:45	Science	Classical Art or Classical History	Classical Art or Classical History	Classical Art or Classical History	Classical Art or Classical History
12:30	Library	PE	PE	Music	PE (12:15 – 1:00)

1:15	<u>Math/Montessori Block</u> 1. Botany 2. Geometric Shapes 3. Geography 4. History 5. Sewing 6. Fractions 7. Money 8. Time	<u>Math/Montessori Block</u> 1. Botany 2. Geometric Shapes 3. Geography 4. History 5. Sewing 6. Fractions 7. Money 8. Time	<u>Math/Montessori Block</u> 1. Botany 2. Geometric Shapes 3. Geography 4. History 5. Sewing 6. Fractions 7. Money 8. Time	<u>Math/Montessori Block</u> 1. Botany 2. Geometric Shapes 3. Geography 4. History 5. Sewing 6. Fractions 7. Money 8. Time	<u>Math/Montessori Block</u> 1. Botany 2. Geometric Shapes 3. Geography 4. History 5. Sewing 6. Fractions 7. Money 8. Time
2:30	Circle Time Clean-up, Story	Circle Time Clean-up, Story	Circle Time Clean-up, Story	Circle Time Clean-up, Story	Circle Time Clean-up, Story
2:40	Announcements Afternoon Prayer	Announcements Afternoon Prayer	Announcements Afternoon Prayer	Announcements Afternoon Prayer	Announcements Afternoon Prayer
2:40	Bus Riders Dismiss	Bus Riders Dismiss	Bus Riders Dismiss	Bus Riders Dismiss	Bus Riders Dismiss
3:00	Car Riders Dismiss	Car Riders Dismiss	Car Riders Dismiss	Car Riders Dismiss	Car Riders Dismiss

Montessori Preschool Daily Activities Plan - Sample

	Monday	Tuesday	Wednesday	Thursday	Friday
7:15	Greeting Wash Hands Free Choice Activities	Greeting Wash Hands Free Choice Activities	Greeting Wash Hands Free Choice Activities	Greeting Wash Hands Free Choice Activities	Greeting Wash Hands Free Choice Activities
7:50	Hang up coats & Book Bags Prayer and Pledge Lunch Count Announcements	Hang up coats & Book Bags Prayer and Pledge Lunch Count Announcements	Hang up coats & Book Bags Prayer and Pledge Lunch Count Announcements	Hang up coats & Book Bags Prayer and Pledge Lunch Count Announcements	Hang up coats & Book Bags Prayer and Pledge Lunch Count Announcements
8:00	<u>Montessori Work Cycle</u> Individual and Group Lesson 1. Practical Life 2. Sensorial 3. Learning to Write 4. Writing to Reading 5. Introduction to Mathematics 6. Mathematical Operations 7. Geography 8. Grammar 9. Botany 10. Snack Preparation 11. Art	<u>Montessori Work Cycle</u> Individual and Group Lesson 1. Practical Life 2. Sensorial 3. Learning to Write 4. Writing to Reading 5. Introduction to Mathematics 6. Mathematical Operations 7. Geography 8. Grammar 9. Botany 10. Snack Preparation 11. Art	<u>Montessori Work Cycle</u> Individual and Group Lesson 1. Practical Life 2. Sensorial 3. Learning to Write 4. Writing to Reading 5. Introduction to Mathematics 6. Mathematical Operations 7. Geography 8. Grammar 9. Botany 10. Snack Preparation 11. Art	<u>Montessori Work Cycle</u> Individual and Group Lesson 1. Practical Life 2. Sensorial 3. Learning to Write 4. Writing to Reading 5. Introduction to Mathematics 6. Mathematical Operations 7. Geography 8. Grammar 9. Botany 10. Snack Preparation 11. Art	<u>Montessori Work Cycle</u> Individual and Group Lesson 1. Practical Life 2. Sensorial 3. Learning to Write 4. Writing to Reading 5. Introduction to Mathematics 6. Mathematical Operations 7. Geography 8. Grammar 9. Botany 10. Snack Preparation 11. Art

10:15		Music PE	Library	Music PE	Religion
11:00	Bathroom Wash Hands	Bathroom Wash Hands	Bathroom Wash Hands	Bathroom Wash Hands	Bathroom Wash Hands
11:15	Lunch	Lunch	Lunch	Lunch	Lunch
11:45	Recess	Recess	Recess	Recess	Recess
12:15	Bathroom Wash Hands Get ready for nap	Bathroom Wash Hands Get ready for nap	Bathroom Wash Hands Get ready for nap	Bathroom Wash Hands Get ready for nap	Bathroom Wash Hands Get ready for nap
12:30	Nap Time	Nap Time	Nap Time	Nap Time	Nap Time
2:15	Bathroom Wash Hands Clean up from nap	Bathroom Wash Hands Clean up from nap	Bathroom Wash Hands Clean up from nap	Bathroom Wash Hands Clean up from nap	Bathroom Wash Hands Clean up from nap
2:30	Circle Time, Movement, Special Activities, Stories, Nursery Rhymes, or Songs	Circle Time, Movement, Special Activities, Stories, Nursery Rhymes, or Songs	Circle Time, Movement, Special Activities, Stories, Nursery Rhymes, or Songs	Circle Time, Movement, Special Activities, Stories, Nursery Rhymes, or Songs	Circle Time, Movement, Special Activities, Stories, Nursery Rhymes, or Songs
2:40	Announcements Afternoon Prayer	Announcements Afternoon Prayer	Announcements Afternoon Prayer	Announcements Afternoon Prayer	Announcements Afternoon Prayer
3:00	Car Riders Dismiss	Car Riders Dismiss	Car Riders Dismiss	Car Riders Dismiss	Car Riders Dismiss