



Parent/Student Handbook

St. Agnes Catholic School
5130 Mission Road
Roeland Park, Kansas 66205
913-262-1686 (phone)
913-384-1567 (fax)

The purpose of this handbook is to provide the parents and students of Saint Agnes Catholic School with a concise listing of school services and administrative regulations. As well as reading this handbook yourself, parents should discuss the contents of this handbook with their children. Parents share the responsibility for their children's understanding of the school's policies and rules. By sharing the information contained in this handbook, families begin the process of participating as a unit in the life of the school.

The administration retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

Important Phone Numbers:	
*School Office	913-262-1686
*School Fax	913-384-1567
*Cafeteria	913-789-8038
*Rectory	913-262-2400

SCHOOL EMAIL: SCHOOL@STAGNESKC.ORG

ST. AGNES CATHOLIC SCHOOL

ARCHDIOCESAN MISSION STATEMENT

BE IT KNOWN TO ALL WHO ENTER OUR SCHOOLS
THAT **CHRIST** IS THE REASON
FOR THESE SCHOOLS,
THE UNSEEN BUT EVER PRESENT
TEACHER IN OUR CLASSES,
THE MODEL OF OUR FACULTY,
THE INSPIRATION OF OUR STUDENTS.

MISSION STATEMENT

FORMING MINDS AND SOULS FOR THE FUTURE IS THE MISSION OF ST. AGNES CATHOLIC SCHOOL

VISION STATEMENT

THE VISION OF ST. AGNES CATHOLIC SCHOOL IS FOR ALL STUDENTS TO BECOME CHRIST-FILLED,
LIFE-LONG LEARNERS IN AN EVER-CHANGING WORLD.

BENEFITS OF A ST. AGNES EDUCATION

ACADEMICS— ASK US ABOUT OUR CURRICULUM WHICH COMBINES TRADITIONAL AND INNOVATIVE TEACHING METHODS,
CHALLENGING STUDENTS TO THEIR FULLEST POTENTIAL.

FAITH— PRAY WITH US AND OBSERVE HOW OUR CATHOLIC VALUES ARE INFUSED ACROSS THE CURRICULUM AND INTO
STUDENTS' DAILY LIVES.

CHARACTER— MEET US TO LEARN HOW WE COLLABORATE WITH PARENTS AND STUDENTS TO ENSURE EACH CHILD IS
ACADEMICALLY AND SPIRITUALLY SUCCESSFUL.

DIVERSITY & COMMUNITY — JOIN US AND EXPERIENCE SOMETHING NEW. ST. AGNES IS A COMMUNITY OF DIVERSE
STUDENTS AND ACTIVE PARENTS WHO PROUDLY PARTICIPATE IN A VARIETY OF PROGRAMS TO BUILD STUDENTS' ACADEMIC,
SPIRITUAL AND SOCIAL NEEDS.

FUTURE— ASK US ABOUT OUR LEADERSHIP CURRICULUM WHICH ENHANCES STUDENTS' CHARACTER BUILDING, MANNERS
AND SOCIAL SKILLS.

NONDISCRIMINATION POLICY

The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race, color, national origin, and gender and admit them to all rights, privileges, programs, and activities generally made available to students in these schools.

The school principal is responsible for implementing the policy and using a curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (*e.g.*, toward any race, gender, age, color, or national origin) among students, faculty, staff, and volunteers in school and in school-sponsored activities.

St. Agnes Catholic School hires practicing members of the Roman Catholic Church, who are registered members and actively participate in the faith-life of their parishes through their gifts of time, talent and treasure. In the event that there are non-Catholic teachers employed in the school, both the Catholic and non-Catholic teachers shall be required to attend Mass and to participate in all religious services/activities with their students and other faculty members and to conduct themselves at all times, in and out of school, in a manner consistent with established Catholic teachings and moral standards. Employees at St. Agnes Catholic School shall not be discriminated against on the basis of age, race, color, gender, disability, or national origin.

PROFESSIONAL AFFILIATION

St. Agnes Catholic School is a fully accredited grade school both by the State of Kansas and COGNIA. St. Agnes is a member of the National Catholic Education Association.

A PRAYER FOR THE ST. AGNES CATHOLIC SCHOOL COMMUNITY

God of Wisdom,
May everything we do begin with your inspiration,
Continue with your help,
And be completed in your love.

Your ways, O Lord, make known to us,
Teach us your paths,
Guide us in your truth,
For you are our God, our Savior.
Amen.

SCHOOL POLICIES AND PROCEDURES

Admissions

Applicants will comply with Kansas Law, which states that a child must be five years of age on or before August 31 to enter kindergarten, or six years of age on or before August 31 to enter grade one. All kindergartners must be evaluated before the first day of school and meet reasonable academic requirements.

All parents and guardians must present the following documents for each child:

- State issued birth certificate
- Baptismal certificate
- Record of immunizations on the official Kansas Certification of Immunization form to include vaccinations for: measles, mumps, rubella, polio, diphtheria, tetanus, and pertussis (DPT).
- Doctors form a record of a current physical examination.

Admittance Prioritization for the coming School Year:

1. Current School Families
2. Sibling(s) of Current School Families
3. St. Agnes Parish Families
4. Out of Parish Families

Children transferring from schools not within the Archdiocese of KCK (including those who have been homeschooled) will be evaluated by the school for placement. The final decision is based upon an interview, achievement tests or any other informal curriculum assessments administered by the school. New eighth grade students will not be admitted into the school.

St. Agnes parish subsidizes a significant portion of the budget for St. Agnes Catholic School. Therefore, in order to receive the in-parish tuition rate, a family must meet the below participating membership criteria:

Participating Membership

- Be a registered member of St. Agnes Catholic Parish.
- Attend Mass on a weekly basis.
- Commit to raising your children in the Catholic Faith.
- Actively volunteer, sharing time and talents in parish and school activities.
- Tithe – Contribute to the financial support of the parish through Sunday envelopes.

**Families not meeting these requirements will be charged the out-of-parish rate.*

If situations arise that limit your ability to meet your tuition or tithing requirements, please contact the school principal to make alternative arrangements.

Financial Aid

Tuition assistance is available through the St. Agnes Angel Fund to Catholic families who:

- Meet the Participating Member criteria
- Demonstrate a financial need as determined through FACTS

THE SCHOOL DAY

Office Hours

The office is open from 7:30 a.m. – 4:00 p.m. daily.

Arrival and Dismissal Times and Procedures

Grade School (Grades Pre-K through 8):

Normal school schedule: 8:00 a.m. to 3:15 p.m.

Half-day school schedule: 8:00 a.m. to 12:00 noon

Grade School (Preschool and ½ Day Pre-K):

Normal school schedule 8:00 a.m. to 11:00 a.m.

Students are **not** to arrive earlier than 7:30 a.m. The school doors will be open at 7:30 a.m. All students are to go directly to the cafeteria or gym until 7:50 a.m., when they will then be dismissed to go to the classrooms. A teacher will supervise students during this time. ***Students must be in class no later than 8:00 a.m.*** Please refer to the school calendar for any change in the normal school schedule.

Attendance

School Attendance (K – 8)

Regular attendance is a partner in the success of the whole child. Parents and students are urged to recognize the need for promptness each day and attendance in all classes throughout the school year. When students miss class, they lose valuable in-class instruction and form poor habits, which may negatively impact them later in school or in the workforce later in life.

We ask that parents do their best to schedule vacations and family trips during times when school is not in session.

We will follow the laws of the state of Kansas, which require a report to DCF (for students ages 5-13) or the District Attorney's office (for students older than 13) for students with excessive absences. The state defines "unexcused excessive absences" as 3 days in a row, 5 days in a quarter, or 7 days in a semester.

Absences (PS – 8)

If a student is to be tardy or absent from school, it is the responsibility of the parent to call the school office by 9:00 a.m. The school office telephone number is **913-262-1686**. Leaving a voicemail is acceptable, especially prior to 7:30 a.m.

Upon returning to school after an absence, a student must present a written excuse from his/her parent or guardian stating the reason for the absence. Students absent from school for three or more consecutive days must have documentation from a doctor or professional health practitioner.

Excused Absence

1. Personal Illness- a doctor's note will be required after three consecutive days of illness. After 5 medical absences, a doctor's note will be required for any additional absences in order to be excused.
2. Serious illness or death of a member of the family – accompanied with a note from a parent or guardian.

3. Participation in school sponsored activities- any activity that required students to miss class time.
4. Emergency situations requiring immediate action.
5. An absence, which has been presented in writing and approved in advance by the administration.

Make up work needs to be requested in advance and tests made up once the student returns.

After each 5 absences, a conference will be required with a student, parent, and administration to address any concerns and develop a plan of action for the students to ensure success.

Unexcused Absence

An unexcused absence is one which has been classified as such by the administration. An absence will be classified unexcused if it does not fit one of the five stated reasons for excusable absence or if the parent or legal guardian does not follow the building attendance procedure.

Make-up Work

A student's homework may be requested and picked up in the student's homeroom at the end of the day between 3:15-3:30 p.m. Teachers will do their best to gather all assignments; however, some assignments may be given after a student returns. A student has two school days for each day of illness to make up the assignments. It is the responsibility of the student to be sure all make-up work has been turned in to the appropriate teacher. Any student missing a test must schedule a make-up with the individual teacher. If a child missed school due to a family vacation the child will be given the missing work upon return.

Tardy

Arriving at school on time is essential to your child's success in the classroom. Please make every effort to drop off your child prior to the start of the day. Students who enter the school after the bell rings must check into the office before entering the classroom. Students who enter the school building past 8:15 a.m. must be signed in at the school office by a parent or guardian. No student will be sent to class without being signed in by a parent. An excused tardy includes medical and dental appointments accompanied with a doctor's note. Administration reserves the right to determine whether any other valid reason would be considered excused or unexcused.

Early Dismissal

Early dismissal will be allowed only with notification from parents or guardians directly to the school office. Students leaving early must be signed out in the office by a parent or authorized representative.

Inclement Weather

Snow Schedule

In case of inclement weather, St. Agnes will close when Shawnee Mission School District closes. Any meetings or school programs scheduled for that day will be canceled. The school will notify the parents via the St. Agnes School App, text and social media.

Severe Weather

Students will be taken to the lower level of the building and will not be dismissed until an all clear is given.

- **NOTE:** St. Agnes will not dismiss early due to weather conditions while classes are in session; however, students will be allowed to leave the school if a parent or authorized person comes to the school office and signs the student(s) out.

Sunday Mass Attendance

It is expected that all Catholic St. Agnes School families attend Mass each Sunday and Holy Days, as well as participate in other parish activities. We ask parents to be faithful to their responsibility as Catholics and as the primary religious educators of their children.



HEALTH POLICY AND EMERGENCY CARE

Abuse/Neglect Report:

St. Agnes staff and faculty are mandated by the states of Kansas and Missouri to report any suspicion of abuse and or neglect to the Division of Family Services. In the event a report is made, the school is not obligated to inform the parents.

Authorization For Emergency Medical Care:

Annually, an 'Emergency Information and Medical Treatment Consent' form must be signed in order for a student to receive medical care should the student's parents be unreachable. This form **MUST** be in the school before a child can attend class.

Illness And Communicable Disease:

To protect your child and to prevent illness from spreading, keep your child home if any of these symptoms are present.

- Diarrhea or vomiting
- Severe cough, headache, or sore throat
- Undiagnosed rash or skin lesion
- Red or discharge from eyes
- Temperature of 99.6* F or above

If a student becomes ill at school, they will be sent to the health room. If it is determined that the student should be sent home, the parents or other authorized person shall be notified. If your child has a temperature of 99.6* or above, they must remain home and be fever free for 24 hours without the use of fever reducing medication. Please notify the nurse by phone or email if your child has been diagnosed with influenza, strep throat, chicken pox, fifth disease, pink eye, mononucleosis, hand foot mouth disease, impetigo, or lice.

**Medications:**

All medications, prescription and non-prescription, are to be brought to the school office in the morning where they will be kept and dispensed. The student, with the exception of inhalers as authorized by a physician, may keep no medication. Parents should deliver and pick up all medications to the school office.

Prescriptions:

If a medication has been prescribed, it must be in a pharmacy container, which clearly states the child's name, dosage, prescription number, and physician's name. When the prescription is filled, ask the pharmacist to provide separate bottles for school and home. The pharmacy bottle will serve as the physician's order. All medication must be accompanied by written permission from parents allowing the school to dispense the medication.

Non-Prescriptions:

Written permission from the parents allowing the school to dispense and administer over-the-counter medications, including sunscreen, must be filled out annually and kept in the school office. All medication will be dispensed from purchased stock. The school reserves the right to refuse to administer over the counter medications. The above conditions must be met in order for the school to dispense medication to the student.

Student Health Forms:

Physician Physical- Kansas State section 72-5214 requires all students up to the age of 9 years, who enroll in a Kansas school for the first time, to have a physical examination by a physician. This examination must be conducted within 12 months of enrollment. State law requires all students to have on file in the school office, a Kansas certificate of immunization, physician physical, and a dental health form (see KSA 72-5209). These forms must be in the school office before a child can start class.

Health Screenings:

In compliance with the Kansas Department of Health, the following health screenings are performed routinely at St. Agnes. Parents will be notified when screenings will be held. Please notify the school nurse if you would not like to have your child screened. Parents will be notified of failed hearing and vision screenings and given appropriate referral information.

1. Height and Weight- performed annually on all students in Kindergarten through 8th grade.
2. Vision Examinations- performed annually on all students in preschool through 8th grade
3. Hearing Screens- performed annually on all new students, Kindergarten, 3rd, and 6th grade.

Immunizations:

All students attending St. Agnes school must show proof of having received one of each of the required vaccinations.

Students have 60 days to receive subsequent doses of required immunizations after starting school.

Students who are non-compliant with immunizations after 60 days will be excluded from school attendance until written documentation of required immunizations is received.

Written documentation of vaccinations must be from a medical provider, health department, or school.

Students who have medical exemption must have the proper form signed by the student's physician and have it on file in the school office. This form can be obtained from the school nurse.

Students who have religious exemption must have the proper form signed by the student's parent/guardian and have it on file in the school office. This form can be obtained from the school nurse.

Students who are medically or religiously exempt from immunizations may not be allowed to attend school if there is an outbreak of a vaccine preventable disease for which they are not immunized.

Kansas State Immunization Requirements K.A.R. 28-1-20 defines immunizations required for any individual who attends school or early childhood programs operated by a school. See also the [Kansas Certificate of Immunization](#) form.

INFLUENZA GUIDELINES:

The Kansas Department of Health and Environment has changed the guidelines for the flu and now requires that a physician diagnosed case of influenza will require the student be excluded from school attendance for seven days following the onset of symptoms.

The CDC states that people with flu are most contagious in the first three to four days after their illness begins.

Most healthy adults may be able to infect others beginning 1 day **before** symptoms develop and up to 5 to 7 days **after** becoming sick. Children and some people with weakened immune systems may pass the virus for longer than 7 days.

Please remember to encourage good hand washing, lots of sleep, and healthy eating to keep strong immune systems.

Please notify the school nurse if your child has received a positive test for influenza.

Policy For Birthday and Classroom Party Snacks

In compliance with the policy of the archdiocese, snacks or treats sent for sharing, such as birthday and classroom party snacks must be in individual pre-packaged wrappers with the ingredients listed. These snacks must be nut and dairy free. Home baked food items are not allowed. If a student brings a snack to share that is non-compliant, they will not be allowed to share it with other students.

Shared Treats in Classroom

Snacks or treats sent for sharing, such as birthday and classroom party snacks must be in individually pre-packaged wrappers with the ingredients listed. These snacks must be peanut free/ dairy free for classrooms that are peanut/ dairy free. Home baked food items are not allowed.

This policy means that store bought cupcakes, donuts, cookies, cookie cakes, etc. are not allowed anymore as well as homemade treats.

If you have a question whether food is allowed or not, please contact the school nurse. Most food labels will say if it contains peanuts or dairy. Snacks that are made in a peanut facility are not allowed as well.

Below is a list of some approved foods that are peanut free. This list is just some suggestions. Please read the labels to make sure it avoids snacks that contain peanuts or are made in a facility with peanuts. Please make sure they are in individual bags.

Here are some approved suggestions:

- Fruit by the Foot (General Mills)

- Fruit Roll Ups (General Mills)
- Fruit Crisps: Fuji Apple
- Fruit Snacks (Motts)
- Gusher's (General Food)
- Organic Bunny Fruit Snacks- Sunny Citrus, Berry Patch, Tropical Treat (Annie's Homegrown)
- Individual bags of Cheetos, Doritos, Fritos
- Organic Snack Mix (Annie's Homegrown)
- Pirate Booty: White Cheddar (Pirate Brands)
- Pretzels: sticks, mini, snaps (Snyder's of Hanover)
- Pretzels: Rods, Tiny Twists, Cheddar, Sticks (Rold Gold)
- Pringles: Cheddar, Original, Snack Stack and Sour Cream and Onion and Sticks (Pringles)
- Smart Puffs: Wisconsin Cheddar (Pirate Brands)
- Skinny Pop
- Animal Crackers (Keebler)
- Bunny Cookies: Cocoa and Vanilla (Annie's Homegrown)
- Bunny Grahams: Chocolate, Chocolate Chip, Cinnamon, Honey (Annie's Homegrown)
- Chips Ahoy: Chewy, Original, and Reduced Fat (Nabisco)
- Chocolate Chip Cookies and Chocolate Sandwich Cookies (Annie's Homegrown)
- Fudge Shoppe: Fudge Stripes (Keebler)
- Oreo: Original, Chocolate Cream, Golden, Chocolate Mint, Double Stuff (Nabisco)
- Ginger Snaps (Nabisco)
- Lorna Doone (Nabisco)
- Newtons: Fig, Triple Berry, Blueberry (Nabisco)
- Rice Krispies Marshmallow Treat: Original (Kellogg)
- Scooby Doo Graham Cracker Sticks: Honey and Cinnamon (Keebler)
- Teddy Grahams: Chocolate, Chocolate Chip, Cinnamon, and Honey (Nabisco)
- Vanilla Wafers: Mini or Original (Keebler)
- Minute Maid Juice Bars
- Prepackaged Fruit or Vegetables



COMMUNICATION

Home and School

In order to ensure strong communication between families and school, a weekly newsletter will be provided to all school families via email.

Current school information will be made available on the website and through the St. Agnes Catholic School Facebook, Twitter, Instagram, and via text if you choose to subscribe.

Individuals needing to discuss a matter with the principal or other school staff are asked to call and make an appointment.

Parent and Teacher

We encourage parents to contact teachers at any time if they have a question regarding a child's schoolwork or behavior. Parents may contact teachers via telephone, email, or written note to discuss a matter or make an appointment. Teachers may call or email to discuss the matter or make an appointment to do so. Because teachers are responsible for the supervision and education of children during the instructional day, they are typically unavailable during the day unless otherwise arranged by the teacher.

In case of an emergency, call the school office. Please remember the following: all conversations, notes, and emails should be in a respectful and Christ-filled tone, by both the teacher and parent. It is vital to our students' success that parents, teachers, and students have all the correct information on issues in order to find a positive solution so that the child may have a positive school experience.

Conflict Resolution

In keeping with the Church's principle of subsidiary, problems should be solved at the lowest level whenever possible. When a conflict arises parents and teachers are to work with each other for resolution. Requiring persons to attempt to work out difficulties mutually is consistent with the direction of the Gospel.

After such attempts have been made, and a parent or teacher feels that an issue has not been satisfactorily resolved, a conference with the principal may be requested.

Privacy, Christian behavior, and professionalism are key to resolving problems that arise at school.

The Archdiocesan Office of Catholic Schools serves as a consultant to pastors and local school administrators. Canonical authority for the school rests with the pastor.

Non-Custodial Parent

St. Agnes abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. The school will provide the non-custodial parent with access to the academic records and to other

school-related information regarding the child, unless otherwise stated in a custody agreement. An official copy of such agreements must be on file in the school office.

Non-custodial parents who wish to have information mailed to them will pay a \$25.00 fee to cover all mailing costs.

ACADEMICS

Curriculum

The curriculum follows the requirements of the State of Kansas and that of the Archdiocese. Textbook adaptations are recommended by the Archdiocese of Kansas City in Kansas Education Department, the principal, and school personnel.

Religious Education

In addition to religion class time, students and faculty plan and attend weekly Mass. They also participate in weekly Rosaries in May and October, Stations of the Cross during Lent, May Crowning in May, 8th Grade retreat, and other prayer services. Students also attend Confession and Benediction, and receive sacramental instruction for Confession, First Communion, and Confirmation.

Mass Schedule

School masses will be held each week on Wednesdays, unless a Holy Day falls during the week, and then the children's mass is changed to the Holy Day of Obligation.

Special Classes

In addition to classroom teachers, St. Agnes employs Music, Physical Education, Art, Library, Spanish, Project Lead the Way, and Computer Technology teachers.

Kindergarten

Kindergarten is an all-day program. Students must be five years old prior to August 31st. The St. Agnes Kindergarten teachers, in conjunction with the principal, reserve the right to move students from Kindergarten to Pre-Kindergarten (and vice-versa) after the first month of school.

Report Cards

Report cards are given out four times yearly, usually on the Friday following the end of each quarter of the school year.

Website

The St. Agnes website is maintained and updated by St. Agnes Staff and Faculty. Here you can find the school calendar, lunch menu, and notes from the principal. You will also be able to access your child's teacher page. This page will provide information about what is going on in your child's classroom and special classes and include resources for you and your child to access for additional reinforcement. Parents will be able to access their child(ren)'s grades and communicate with teachers through PowerSchool.

Student Supplies

Teachers provide a list of required supplies. It is the responsibility of parents to maintain those supplies throughout the year.

ASSIGNMENTS AND HOMEWORK

Notebooks/Planners

All students in grades first through eight will be provided with a school assignment notebook. Teachers will use these notebooks to assist in communication with parents. Parents are expected to sign the notebook *every night*. Should a student lose his/her assignment notebook, he/she will be required to purchase a replacement notebook, which is available in the school office for \$10.

Homework

Assignments are an integral part of the educational program at St. Agnes. Assignments are necessary for practice and reinforcement of skills, for reviewing for tests, and for enrichment and enjoyment. Homework further fosters and develops self-discipline in students. Homework is defined as either work assigned to be done at home or work that is unfinished in class. Homework procedures will be defined by each individual teacher.

All students at St. Agnes School should spend time each night on homework. Depending on the age and ability of your child, the amount of time spent on homework will vary. You should let your child's teacher know if you feel at any time that your child is consistently spending too much or too little time studying, so that you, your child, and the teacher can find a solution to help your child be successful.

Each night parents of primary grade students should check their child's homework folder, and from the teacher sign the homework sheet, behavior point sheet, and any other correspondence. It is important to help your child complete his/her assignments each night to help students learn responsibility and reinforce the skills that were presented that day.

Incomplete/Missing Work Policy For 3rd -8th Graders

Class work or homework turned in late will be graded in accordance with policies of the teacher, which may include but is not limited to the loss of points. The following are the policies for incomplete/missing work for third through eighth grade:

- **3rd Grade Incomplete/Missing Work Policy:** It is expected that homework will be turned in on the day that it is due and failure to do so will result in a student receiving a *Missing Assignment* notification. A *Missing Assignment* notification will be sent home and require a parent signature. The student will have one week to complete the missing assignment. If the assignment is not turned in within one week, the child will receive a zero on that assignment.
- **4th Grade Incomplete/Missing Work Policy:** It is expected that homework will be turned in on the day that it is due and failure to do so will result in a student receiving a *Missing Assignment* notification. A *Missing Assignment* notification will be sent home and require a parent signature. The student will have one week to complete the missing assignment. If the assignment is not turned in within one week, the child will receive a zero on that assignment. Failure to unsuccessfully turn in homework five times in a quarter will result in a detention
- **5th Grade Incomplete/Missing Work Policy:** It is expected that homework will be turned in on the day that it is due and failure to do so will result in a 20% grade reduction for each day that it is late. A *Missing Work* notification will also be sent home and will require a parent or guardian signature. After five *Missing Work* notifications in a single quarter, a detention will be issued.
- **Middle School (6th-8th) Incomplete/Missing Work Policy:** All work is to be turned in on the date due. Late assignments will receive the following grade:
 - 1 day late = 50% off graded assignment
 - 2 days late = 75% off graded assignment
 - 3+ days late = 0% (assignment must be still be turned in or it counts as missing)
 - **Students will have a “zero” marked in the gradebook until the assignment is turned in, then the grade will reflect the correct grade.

Grading

Grades are only one of the many ways teachers have to communicate academic progress to students and parents. Throughout all grade levels, major emphasis is placed on ability, effort, and improvement rather than the grade itself. Students are graded on written work, classroom participation, and subject tests. The grading scale used has been recommended by the Archdiocese:

Preschool- Grade 2

+	= Consistent Performance
S	= Satisfactory Progress Being Made
/	= Needs Improvement

Grades 3-8

A+	= 100%	C+	= 86%-84%
A	= 96%-99%	C	= 78%-83%
A-	= 94%-95%	C-	= 75%-77%
B+	= 92%-93%	D+	= 73%-74%
B	= 89%-91%	D	= 70%-72%
B-	= 87%-88%	D-	= 69%-68%
		F	= 67% or below

Teacher Conferences

Parent-teacher conferences are formally scheduled at the end of the first quarter. However, if at any time the need arises, parents and teachers may make arrangements for additional conferences. An optional parent-teacher conference will formally be scheduled during the third quarter.

Placement and Achievement Tests

We participate in 2 forms of standardized assessment:

- Kansas Assessment Tests in the spring of each year for students in grades 3-8.
- MAP Tests will be given in the fall, winter and spring in grades K – 8.

Virtus

The VIRTUS program was created by the National Catholic Risk Retention Group as a means of education to prevent child sexual abuse. This program meets the guidelines for safe environments as required by the United States Conference of Catholic Bishops and was selected by the Archbishop and his advisors as the official Safe Environment Program for the Archdiocese of Kansas City in Kansas.

All volunteers and staff of the parish, school, or institution who have contact with children are required to attend a VIRTUS Awareness Session. Examples would be priests, principals, teachers, administrators, employees of the Archdiocese, volunteers who have contact with children, religious education teachers, library assistants, day care employees and volunteers, coaches, youth ministers, custodians, cafeteria & playground volunteers, volunteers for fundraisers that involve children, field trip volunteers, room parents, and/or classroom volunteers.

All adults of our faith community: parents, grandparents, friends, and neighbors are encouraged to attend VIRTUS training. However, only employees and volunteers who work with children are required to attend.

In order to be an employee or volunteer who works with children in the parish you must attend a Virtus session. After the session you will begin receiving monthly training bulletins either by email or direct mail. These are

short articles followed by a question that needs to be answered. All employees and volunteers will be subject to a background check completed by our parish Virtus coordinator.

This program was put into place in order to protect all of God's children. It is not meant to inconvenience parents or teachers, nor to keep parents from volunteering at their child's school. Please know that we understand that our parish and school cannot function without the support of our parents and without volunteers. However, safety of all of our children must be our first priority.

Students

St. Agnes Catholic School teaches lessons to students regarding appropriate behavior of adults toward students, as well as students toward each other. Lessons taught are documented with the Archdiocese.

Volunteers/Adults

All volunteers as well as parish and school staff must participate in VIRTUS Training before working with children. This includes but is not limited to: cafeteria and playground volunteers, volunteers for fundraisers that involve children, field trip volunteers, room parents, Rams Reaching Out volunteers, and/or classroom volunteers.

**If you have questions please contact the St. Agnes VIRTUS coordinator at (913) 262-2400.*

Field Trips

Field trips are taken to enhance the curriculum. Parents will be notified of specific trips with a permission slip and any details prior to the trip. This notification will identify appropriate dress for students and volunteers. Fees may be required for some field trips. Students need to have a signed permission slip on file prior to leaving on the field trip. **NO VERBAL PERMISSION WILL BE ALLOWED.**

Transportation will either be bus or cars. If using cars, volunteer drivers must:

- Present documentation of VIRTUS training.
- Provide a copy of their current driver's license and insurance.
- Have a seat belt for each child (or car seats for younger children), which cannot include the front passenger's seat.

Participation of students in a field trip is at the discretion of the administration/teacher based on behavior and academic progress.

Computer Acceptable Use Policy

Each student/parent will be required to sign the Computer Acceptable Use Policy form before the student will be allowed computer privileges. An example of the information in the form is shown below:

I understand that I may use computers under the direction of my teacher if I follow the rules. If I violate these rules, I understand that I may lose my computer privileges and/or Internet privileges.

I will:

- Be polite
- Use appropriate language
- Respect privacy
- Avoid disruption

- Be honest
- Act in a Christ-like manner
- Use technology appropriately

4th – 8th Grade Chromebook Policy

Each 4th – 8th grade student/parent will be required to sign the Chromebook Usage Agreement form before the student will be allowed computer privileges. An example of the information in the form is shown below:

- **Ownership:** The school shall be deemed to have retained title to the equipment at all times, unless the school transfers the title. The student shall hold no security or ownership interest in the Equipment.
- **Term of Equipment Use:** The student shall return all equipment itemized in the contract in good operating condition to the Technology Department of the school.
- **Equipment Storage and Use at School:** The equipment listed above shall remain on the school's premises at all times. When the student is not in the immediate presence of the equipment, the equipment must be secured in the locked storage case or other secure, staff approved location.
- **Use of Equipment:** The primary use of the equipment by the student is for the student's educational programs. The student may use the equipment for other purposes only to the extent that those purposes do not interfere with the primary uses nor violate any state or federal laws, or school policies.
- **Backup Requirements:** The Student is solely responsible for making backup copies of student's documents or other files. In the event of loss of such documents or other files, the school's responsibility is limited to reloading the school's standard software on the equipment.
- **Care of Equipment:** The equipment may only be used in a careful and proper manner. The student shall keep the equipment in good, operating condition, allowing for reasonable wear and tear. The student shall immediately notify the school's staff if the equipment is not in good operating condition or is in need of repair. The student is financially responsible for repairs due to negligence, misuse or willful destruction. The student shall not deface the equipment. (No personal stickers and no writing on the Chromebook.) The Student agrees to properly care for the Equipment.
- **Right of Inspection:** The Student shall on demand make the equipment available to the school's staff as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the school's normal business hours.
- **Loss:** The student assumes all risks of loss of the equipment.
- **Return:** The student agrees to return the equipment to the school in the condition received from the school, with the exception of normal wear and tear.
- **Indemnity of School for Loss or Damage:** If the equipment is damaged or lost due to negligence, misuse or willful destruction, the student shall reimburse the school for the replacement cost of such equipment.

Non-School Technology Guidelines

Students are expected to conduct themselves in a manner consistent and reflective of the teachings of the Catholic Church. This applies to both school and non-school technological resources. Because such electronic communication is not considered private, schools may become aware of content related to non-school electronic communication. If this occurs, the school reserves the right to address any inappropriate conduct and content. Such inappropriate conduct and content may result in suspension, expulsion, or other disciplinary measures.

St. Agnes's educational system is based on a three-way relationship and partnership (student, school, parents) in

which we all agree to help the student grow to be a faith-filled leader in our Catholic faith. St. Agnes does not actively solicit information about misconduct that occurs off-campus, but it would be wrong for the school and/or parents to ignore any known danger to a student. Just as the school would seek help and assistance if a known mental health concern arise, so too will the school intervene if it is learned that other off-campus behavior is unhealthy for the mind, body, or soul of a child. It is the school's obligation to intervene, as it flows from the relationship the school has with the parents and student. St. Agnes reserves the right to discipline for off-campus behavior that is brought to the school's attention.

Academic Honesty Policy

St. Agnes Catholic School students are expected to display academic honesty and integrity at all times.

Academic dishonesty includes but is not limited to:

- giving or receiving unauthorized assistance on a test
- copying another student's homework or allowing your homework to be copied—this would include computer generated homework or assignments
- giving false reasons for making up late work or tests
- re-submitting work that has been copied for another class (without permission)
- falsifying laboratory data
- plagiarism—submitting work that has been copied (wholly or partially) from a book, the Internet, a magazine, etc., without crediting the author
- stealing tests or using tests stolen by another student
- witnessing academic dishonesty and not reporting it

Consequences for academic dishonesty may include, but are not limited to, a loss of credit for the assignment or test, detention, suspension, and/ or class failure.

STUDENT SERVICES

Library

St. Agnes maintains an excellent library that supplements and enhances curriculum.

School Counselor

St. Agnes has the services of a part-time counselor who meets with individual students, groups of students, parents, families and/or teachers. Guidance is provided to help students maximize their potential in their moral, social and academic growth. Counselor assistance is available for the early identification of difficulties and for intervention.

Leader in Me

St. Agnes has the services of a Leader in Me specialist who meets with each classroom on a regular basis. Guidance is provided on how to help students understand and live out the seven habits of highly effective people. The Leader in Me specialist supports students, teachers and families in the development of the whole-person and instills skills and tools that encourage lifelong learning and strong faith-filled leadership.

Student Intervention Team (SIT team)

The Student Intervention Team (SIT) is a school site team that uses a systematic problem-solving approach to assist students who are not progressing at a satisfactory rate. The SIT is comprised of the school's administrator, counselor, inclusion specialist, teachers, and/or appropriate community personnel as well as the parent and student.

Resource Room

St. Agnes Resource Room provides a variety of services for all students. These services include but are not limited to; supporting Individual Education Plans (IEP), creating, and implementing 504 plans, providing Title I reading and math services, and/or supporting classroom teachers through implementation of MTSS (Multi-Tiered Systems of Support). Students who have specific learning or physical disabilities may be referred to the Shawnee Mission Special Education Program for supplemental services if their needs are not being fully met at St. Agnes.

Services through Shawnee Mission School District

Students identified through a Shawnee Mission Special Education clinician, and provided a service plan, are eligible to attend Shawnee Mission Learning Center during the school day. These services include but are not limited to: learning disabilities, speech and languages and/or gifted education.



Cafeteria

Lunch money should be sent in a sealed envelope clearly marked St. Agnes Hot Lunch with your child's name. All lunches are to be paid in advance. Account tracking, automatic notification and payment may be made at [MySchoolBucks.com](https://myschoolbucks.com). Notices of debt will be emailed to parents.

The Free/Reduced Lunch Program is available for those who qualify. The lunch is the same as a fully paid meal, and the student is not singled out in any way. Forms are available in the cafeteria or school office.

Parents **will not be allowed to** bring lunch for students other than their own child. Students may only leave school grounds on special occasions with their parents for lunch.

We ask that all lunches that are brought from home or by a parent be nutritious. In compliance with our Wellness Policy, **fast food or soft drinks are not allowed.**

Parents are always welcome to join their children for lunch. Please call the school office or cafeteria in the morning if you plan to buy lunch.

BEHAVIORS

The primary goal of St. Agnes Catholic School is to uphold the standards of the school by providing a positive and safe environment. First and foremost, it is our responsibility to help children understand that the most positive reward for good behavior is intrinsic; one that develops individual Catholic values while at the same time provides a healthy learning atmosphere. Parents and teachers share the responsibility of helping children develop strong Christian values.

St. Agnes Catholic School Code of Conduct

Our patron saint, St. Agnes of Rome, lived a life of faithfulness, integrity, love, patience, honesty, wisdom, determination, morality, generosity, respect for all and responsibility to herself, others, and most importantly God. At St. Agnes Catholic School, we expect our students to exemplify attitudes and actions which reflect these virtues lived by our patron saint, St. Agnes. Parents, students, faculty, and staff must expend constant effort in growth and development toward this end. Policies and guidelines concerning behavior are aimed at bringing about the development of attitudes and actions, which are in keeping with these important virtues. Students who attend St. Agnes Catholic School should strive to be known for their Christian courtesy. Respect for teachers, administrative staff, support staff, volunteers, visitors, and fellow students is essential for the learning environment. Adherence to the Code of Conduct is expected at all times.

Behavioral Expectations

Please note that *listening, reteaching, modeling, and reinforcing expected behaviors* is often the first consequence to an action. This reflects our belief that most inappropriate actions present an opportunity for teaching. However, when inappropriate behavior occurs in the classroom or other group environment, the teacher's first responsibility is to restore the learning environment. Therefore, *listening* to the student, *reteaching* the expected behavior, *modeling* good behavior, and *reinforcing* expected behaviors, may have to be delayed until a more appropriate moment. Every effort will be made to use these techniques to help develop student self-control and social skills. If the teacher or other supporting adult realizes that he or she has made a mistake in identifying or reacting to an action, this too can be a teaching moment to powerfully demonstrate how we appropriately correct mistakes.

ST. AGNES CATHOLIC SCHOOL ANTI-BULLYING POLICY

*I give you a new commandment: love one another. as I have loved you,
so you also should love one another.*

John 13:34

St. Agnes Catholic School is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers, and community in which Christ-like behaviors are ever present. This Catholic environment will be free from harassment, intimidation and bullying. If any such behaviors do occur, all community members will be able to tell and know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

Kansas State Statute 72-8256 requires each school/district to adopt and implement a plan to address bullying.

Definition of Bullying: ***repeated and unwanted*** negative acts committed by one or more persons against another. Implicit in this definition is an imbalance in real or perceived power between the bully and the target. This includes, but is not limited to, any written, verbal, physical or electronic acts, whether intentional or unintentional, that harms a student or damages the student's property; has the effect of substantially interfering with a student's education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

“Harassment, intimidation, or bullying” can take many forms including, but not limited to:

- Emotional: exclusion, demeaning comments, pranks, jokes, manipulating friendships, threatening gestures, or other tormenting behaviors
- Physical: pushing, kicking, hitting, punching, or any other use of violence
- Verbal: name-calling, threats, sarcasm, spreading rumors, teasing, or taunting
- Racial/Ethnic taunts, jokes, slurs, or gestures
- Sexual: unwanted physical contact or sexually abusive comments, gestures or innuendos
- Written/Cyber: rumors, demeaning comments or slurs using all areas of the internet, such as email or social media sites, or chat rooms. Cartoon drawings, notes, or any written statements that contain any of the above negative and demeaning behaviors.
- Telecommunication: using a mobile or electronic device to spread rumors, harass, or threaten another

“Intentional Acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Since bystander support of harassment or bullying can encourage these behaviors, St. Agnes Catholic School prohibits both active and passive support for any act of harassment and bullying. Staff members and parents/guardians should encourage students to support peers who walk away from these negative acts when they see them, constructively attempt to stop them, or report them to the appropriate designated authority.

St. Agnes Catholic School prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

Counseling, corrective discipline, and/or referral to law enforcement will be used to address the behavior of the perpetrator and remediate the impact on the target. This includes appropriate intervention(s), restoration of a positive, Christ-like environment, and support for the target and others impacted by the violation of this policy.

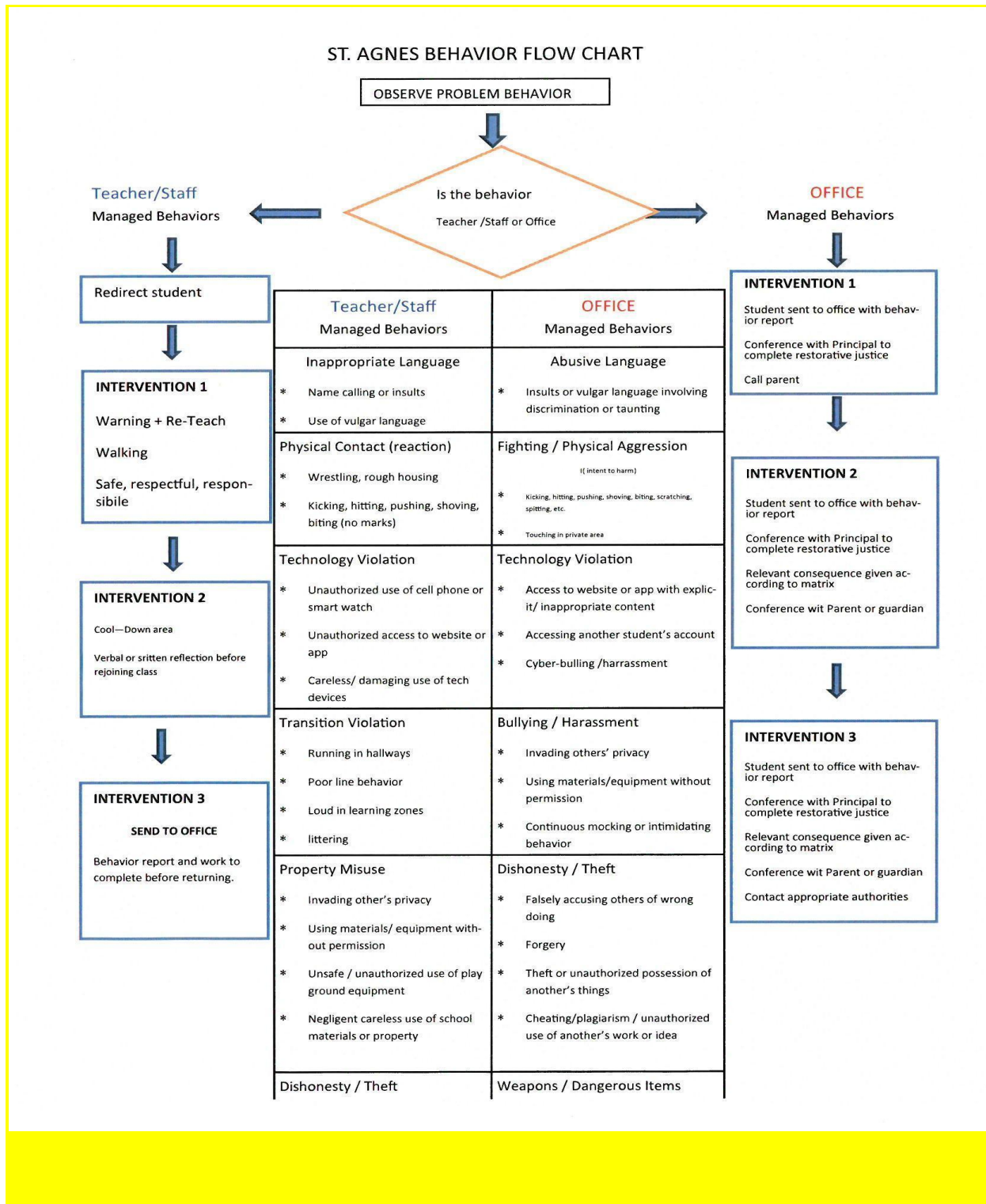
Prevention:

1. St Agnes Catholic School will communicate with all students, employees, parents/guardians, volunteers, and school/parish community that bullying behaviors (including cyber bullying) will not be tolerated.
2. Bullying prevention (including cyber bullying) lessons will be taught regularly through classroom activities and counseling. Information will be provided to parents and the community through presentations and other materials.
3. School rules will be posted in the classrooms and on the school website. Students and parents will be asked to sign the Anti-Bullying policy to demonstrate their understanding and awareness.
4. All classes will support the teachings of Jesus and Christ-like behaviors.

Procedures:

1. Report of incident is made to a trusted adult (i.e. St. Agnes staff, parent, coach, etc.).
2. The incident is reviewed by an administrative team and appropriate measures are taken to correct the situation.
3. Restoration of a positive climate and respectful behaviors are the goal.
4. Each incident will be monitored to ensure repeat offenses do not occur.
5. If such an incident does reoccur, measures taken are at the discretion of the school’s administration.

BEHAVIORAL MANAGEMENT:



PRESCHOOL - KINDERGARTEN

A classroom discipline plan has been designed for the students in our early education programs. Discipline at the early ages is based on listening, reteaching, modeling, and reinforcing expected behaviors. Parents will receive communication from the classroom teacher concerning classroom discipline.

1st – 3rd Grades

1st to 3rd grade implements the PBS (Positive Behavior Support) system in their classrooms. The PBS process results in the creation of effective intervention plans that will impede problem behaviors, teach new skills, and create support systems for the students. Each grade level has developed an age-appropriate positive reward system that is based upon natural consequences and student self-reflection. Students will focus each day on following the St. Agnes School Expectations by being respectful, responsible, and safe in all areas of school. This will include working toward whole class goals to follow expectations in the hallways, at recess, and in Specials. Students will also be working toward individual goals.

4th – 8th Grades

Through clearly defined behavioral expectations and consistent consequences, we empower our students to reflect on their behaviors, attitudes, decisions and actions so that they can choose to change, establish healthy boundaries, grow in God's love, and become more productive citizens. Our behavioral policies include five categories of behavioral challenges, and specific consequences are assigned to each type of issue. The consequences are meant to correspond to the skills and developmental maturity of students.

LEVEL I - Actions Disruptive to Learning

Examples include but are not limited to:

Missing required classroom supplies
Disregard for other personal space/property
Inappropriate language, gestures, or physical contact
Chewing gum
Between class tardiness
Dress code violation
Unsigned correspondences

Consequences for Actions Disruptive to Learning

Grades 4-5_(Offenses determined per quarter)

- 1st Offense – Teacher/staff warning
- 2nd Offense – Listening, reteaching, modeling, and reinforcing expected behaviors
- 3rd Offense – Listening, reteaching, modeling, and reinforcing expected behaviors with the option of parent contact
- 4th Offense and beyond – Parent contact with the option for conference with parents and/or detention.

Grades 6-8_(Offenses determined per quarter)

- 1st Offense – Listening, reteaching, modeling, and reinforcing expected behaviors
- 2nd Offense – Listening, reteaching, modeling, and reinforcing expected behaviors
- 3rd Offense and beyond – Detention

LEVEL II – ACTIONS DISRESPECTFUL TO SELF, SCHOOL, STUDENTS, TEACHERS, STAFF, AND OTHERS

Examples include but are not limited to:

Gossiping	Rough play
Offensive language /gesture	Shouting
Destruction of other's property	Defiance
Throwing objects	Lying
Insubordination/Not turning in late work	
Inappropriate/non-harmful materials (squirt guns, magazines)	

Consequences for Actions Disrespectful to Self, School, Students, Teachers, Staff, or Others

Grades 4-5 (Offenses determined per quarter)

- 1st Offense – Listening, reteaching, modeling, reinforcing expected behaviors
- 2nd Offense – Listening, reteaching, modeling, reinforcing expected behaviors to include parent contact
- 3rd Offense – Office referral with option for detention and/or loss of privilege

Grades 6-8 (Offenses determined per quarter)

- 1st Offense – Detention
- 2nd Offense – Detention
- 3rd Offense – Office referral

Level III - Actions that are Harmful

Examples include but are not limited to:

Theft

Demeaning written/verbal language

Profane comments in verbal or written form

Obscene gestures

Graffiti or defacing property

Bullying

Racial/ethnic/sexual comments or actions

More severe physical contact

Dangerous misuse of items (scissors, pencils, etc.)

Inappropriate use of technology

Skipping class

Consequences for Actions that are Harmful (per year)

Grades 4-5

- 1st Offense – Office referral, parent contact, may result in a grade reduction to be determined at the teacher discretion
- 2nd Offense – Office referral, ½ day-ISS
- 3rd Offense – Office referral, ISS
- 4th Offense – Office referral, OSS, behavior contract

Grades 6-8

- 1st Offense – Office referral, parent contact, may result in a grade reduction to be determined at the teacher discretion
- 2nd Offense – Office referral, 1 day-ISS
- 3rd Offense – Office referral, OSS, behavior contract

LEVEL IV – ACTIONS THAT ARE INTENTIONALLY PHYSICALLY DESTRUCTIVE

Examples include but are not limited to:

Racial/ethnic/sexual harassment

Fighting

Assault

Vandalism of school or personal property

Extortion

CONSEQUENCES FOR ACTIONS THAT ARE INTENTIONALLY PHYSICALLY DESTRUCTIVE (PER YEAR)

Grades 4-8

- 1st Offense – Office referral with 1-to-2-day ISS, possible Priest contact
- 2nd Offense – Office referral OSS, possible Priest contact, behavior contract

At all levels final disciplinary decisions are at the discretion of administration

Level V – Major Disciplinary Violations: Includes All students K-8th Grade

Major Disciplinary Violations

The following actions are considered major disciplinary violations; extreme bullying, inflicting bodily harm, possession, sale, or use of alcohol, tobacco, drugs or drug paraphernalia, possession of weapons, or firearms, persistent abusive language and insubordination, and persistent and reoccurring Level I-IV violations. Major disciplinary violations may result in a student being called before the Disciplinary Review Board.

Disciplinary Review Board

The Disciplinary Review Board is comprised of the Pastor (or his designee), the Principal or Vice Principal, and two principals (or their designees) from other Catholic Schools within the Archdiocese.

Due Process

St. Agnes Catholic School will follow all procedures relating to due process as described in the Archdiocesan Policy Manual.

Mitigating Factors

Mitigating factors may need to be considered before consequences (suspensions, expulsions) are decided.

Mitigating factors include:

- Ability of the student to control his/her behavior due to identified physical, mental, academic, and/or emotional needs.
- Ability of a student to understand the foreseeable consequences of his/her behavior.
- Concern that the student's continuing presence in the school creates an unacceptable risk to the safety of any other individual at St. Agnes Catholic School.
- The student's academic, behavioral, and/or personal history.
- Successes and failures of progressive disciplines attempts and/or approaches.
- Impact of the discipline on the student's prospects for further education
- Age of the student.
- Consideration of IEP or other special needs
- The relationship between student behavior and ability.
- The provision of appropriate individualized accommodation.
- The potential of a suspension aggravating or worsening the student's behavior or conduct.

DEFINITIONS:

Assault: an attempt or implied promise to inflict harm upon another person; no actual contact is necessary.

Behavior Contract: a contract developed by the principal and homeroom teacher that outlines specific behavior expectations, conditions that must be met by the student, and consequences for not meeting the identified conditions. The teacher, principal, parent(s), and student all sign the contract.

Behavior Modification Plan: less formal than a behavior contract, a behavior modification plan is still a written plan between the student, teacher, and parent(s) that identifies unwanted behaviors and sets consequences and reinforces for changing behaviors.

Detention: student is detained for a pre-arranged period of time after school from 3:15-4:00 p.m. on Tuesdays and Thursdays. If a student cannot stay at this time, they may attend a morning detention from 7:00-7:45 a.m. Written notice will be sent home to the parent of the child's detention time. The notice should be signed and returned to the homeroom teacher. A missed detention will result in another detention.

Extortion: obtaining money or property (something of value) from an unwilling person by either physical force or intimidation.

Fighting: characterized by violent behavior of two or more individuals with the intent of inflicting physical harm upon one another and differentiated from "poking, pushing, shoving, or scuffling."

Gossiping: revealing personal or sensational facts about others.

ISS – In School Suspension: a parent is contacted, and the student is removed from the regular classroom setting, and is assigned to a supervised location such as the principal's or vice principal's office, inclusion center, another classroom, etc. The area is isolated from the other classmates. Class assignments will be given to a student placed in ISS. Students assigned to ISS will be required to complete a reflection form on their behaviors and outline strategies for preventing the behaviors from recurring.

Insubordination and Defiance: failure of a student to obey, comply with, or carry out a reasonable request of directions from an adult in charge.

Loss of Privilege: loss of non-academic privileges, such as off-campus lunch, athletics, class trips, etc.

Obscene: characterized by being disgusting to the senses or deeply offensive to morality.

Office Referral: a student may be referred to the principal's office when the seriousness of the offense, the persistence of the behavior, or the disruption to the classroom makes the continued presence of the student in the classroom detrimental to the education process. Parents are always informed. Actions taken as a result of a referral vary and are dependent on the reason for the referral, but may include a conference with the student or parent or loss of privilege.

OSS – Out of School Suspension: student is not allowed to attend classes but may, with teacher or principal approval, complete assignments. The student is not allowed to be on or near school premises or to attend school activities during the duration of the suspension. The student is to be under the guidance and direction of a parent or guardian during the suspension. Suspension is a serious disciplinary measure and a suspended student will be required to attend an administrative conference with his or her parent(s) or guardian(s) before returning to school.

Profanity: vulgar and/abusive language which includes swear words and misuse of the Lord's name.

Racial / Ethnic Comments, Actions, or Harassment: unkind words or actions that are based on ethnicity or national origin. This includes the use of racial or ethnic slurs or name-calling. Harassment is characterized by continued or persistent attacks and may not be limited to actions on school grounds.

Sexual Comments, Actions, or Harassment: verbal or physical actions that cause discomfort or embarrassment to another person. These may include sexual "jokes," spreading rumors about a person's sexual behavior, touching another's private parts, or sexual comments. Harassment is characterized by continued or persistent attacks and may not be limited to actions on school grounds. Due to the vast maturity differences between grades K-8, intent will be considered before defining an action as sexual.

Vandalism: deliberately or maliciously destroying, damaging, and / or defacing school property or the property of another.

Threat: an expression that is spoken, written, or gestured with the intent to harm someone physically or sexually.

STUDENT LIFE

Community Service

One of the goals of St. Agnes Catholic School is to provide an opportunity for a personal commitment to Catholic principles. To this end, we seek to directly involve the students in a variety of service-oriented projects, which benefit either those less fortunate, or the school and parish directly. Service hours, for students in grades Kindergarten through Fifth, will be made available through school activities. Sixth graders are required to complete 10 service hours, seventh graders are required to complete 15 service hours a year, and eighth graders are required to complete 20 hours of community service a year.

Dress Code

The St. Agnes uniform policy is designed to promote not only a neat and orderly appearance but also a sense of Catholic community. Students will be expected to take pride and responsibility in being dressed appropriately at all times. Uniforms must be worn by all students at St. Agnes, kindergarten through 8th grade.

Dress Code Highlights:

- All students must have their natural hair color.
- All students must wear tennis shoes.
- Belts are required for 3rd through 8th.
- Cargo pants or pants with rivets are not permissible.
- Reminder: Preschool cannot wear plaid

Families are encouraged to purchase uniforms from our suppliers Land's End and Dennis Uniforms. Purchases may be made on-line at www.dennisuniform.com or at the retail store (6322 College Blvd). Dennis Uniform code for St. Agnes is I8C.

Non-plaid pieces of the uniform may also be purchased through various other outlets including:

- Target
- Costco
- Sam's Club
- Land's End
- French Toast

Uniform violations which are repeated, consistently, or which interfere with student work will be considered serious and will be managed on an individual basis by the administration.

No logo other than the St. Agnes Catholic School logo may be visible on any article of clothing. This includes decorative stitching or other embellishments. Uniforms must be clean, neat, in proper repair, properly worn with shirts tucked in, and fit appropriately. *Sweatpants, jackets, and coats may not be worn in class but may be worn as an outside, weather-appropriate garment.

Boys and Girls: Preschool and Pre-kindergarten

Uniforms: Preschool and pre-kindergarten are required to wear uniforms.

Pants, Skirts, Jumpers, Skorts, and Shorts: Navy Blue

Shirts: Plain, white or cardinal red polo-style, collared or turtleneck

- A plain, white short-sleeve t-shirt may be worn under a uniform shirt.
- All shirts must be neatly tucked into the pants, skirt, jumper, skort or shorts.

Sweaters and Sweatshirts: Plain, navy or cardinal red

- A crew-neck sweatshirt over a uniform shirt
- A crew-neck, V-neck, or cardigan sweater over a uniform shirt

- Sweatshirts or sweaters may not be worn turned inside out or tied around the waist.
- Sweatshirts or sweaters with hoods are prohibited.
- No plaid jumpers or skirts allowed.

Boys and Girls: K-8

Shirts: Plain, white or cardinal red polo-style, collared or turtleneck

- A plain white short-sleeve t-shirt may be worn under a uniform shirt.
- All shirts must be neatly tucked into the pants, skirt, jumper, skort, or shorts.

Sweaters and Sweatshirts: Plain, navy, or cardinal red

- A crew-neck sweatshirt over a uniform shirt
- A crew-neck, V-neck or cardigan sweater over a uniform shirt
- Sweatshirts or sweaters may not be worn turned inside out or tied around the waist.
- Sweatshirts or sweaters with hoods are prohibited.

Pants and Shorts: Navy (K-8), Khaki (6-8)

- Solid, twill, flat front or pleated slacks or shorts of the style available from the uniform supplier
- Walking shorts of the style available from the uniform supplier may be worn during the 1st and 4th quarters of the school year. No other style of shorts is permitted.
- Shorts must be to the knee or no more than two inches above the knee.
- Cargo pants and shorts are prohibited.
- A plain black, brown, or navy belt must be worn with all slacks and shorts with the exception of kindergarten through second grade.

Socks and Shoes: K-8

Socks:

- **Girls:**
 - Plain solid black, navy, or white ankle length to knee socks
 - Plain solid black, navy, or white tights or ankle-length leggings
 - Sweatpants, pants, or pajama bottoms may not be worn under skirts and jumpers during school hours.
- **Boys:**
 - Plain solid black, navy, or white ankle length to knee socks

Shoes (Boys and Girls):

- Tennis shoes only.
- Shoes with eyelets must have shoelaces and the shoelaces must be tied.
- Boots are not allowed during the day.
- Open toed shoes, sandals, Crocs, and slides are prohibited at all times.
- Heels and soles of shoes may not exceed one inch.
- No shoes that leave marks or hard-soled shoes may be worn in the gymnasium.

Jumpers, Skirts, and Skorts: Girls K-8

- Kindergarten through 3rd grade wear the Garfield blue plaid jumper as sold by Land's End or Dennis Uniforms.
- 4th grade through 8th grade wear the Garfield blue plaid skirt as sold by Land's End or Dennis Uniforms.
- All girls may wear a solid navy blue or plaid skort of the style available at Land's End or Dennis Uniforms. No other style of skort is permitted.

- Black or navy shorts must be worn beneath the jumpers and skirts and must be above the hemline so as not to show.
- The hem of the jumper or skirt must be to the knee or no more than two inches above the knee.

Girls' Grooming Code

- No makeup will be permitted in K-5th grade. Clear lip moisturizer will be allowed.
- 6th – 8th graders may wear light make-up. Girls wearing too much make-up will be asked to wash their face before entering class.
- Hair should be neat and clean. Hair must be a natural color.
- Any hair accessories should not pose a distraction. No animal ears, excessive decoration, or costume-oriented accessories.
- One pair of small earrings may be worn: no dangling or hoops.
- No other body piercing will be allowed.
- A single bracelet may be worn. No ankle bracelets will be allowed.
- A single necklace, preferably a religious medal, may be worn underneath the uniform shirts.
- Fingernails must be kept trimmed. No false nails are allowed.
- Tattoos, both permanent and temporary, are prohibited.

Boys' Grooming Code

- Hair must be above the shirt collar, above the eyebrows, and above the ear.
- No unusual hairstyles, including, but not limited to, ponytails, shaved heads and designs cut into the hair, will be permitted. Hair must be the natural hair color.
- No hair accessories.
- No body piercing, including earrings, will be allowed.
- Excessive jewelry will not be permitted. A religious medal is allowed.
- No facial hair will be allowed.

Casual Days and Other Special Days

On designated non-uniform days students will be expected to dress in modest Christian attire. Sagging clothes and t-shirts with offensive words or graphics are prohibited. These include, but are not limited to: shirts with liquor, beer, tobacco logos or political/social statements. Low-cut shirts, shirts with spaghetti straps, and halters are not allowed. No ripped, low-waist, or sagging jeans are allowed. Skirts and dresses may be no shorter than 2 inches above the knee. During the 1st and 4th quarters, they are allowed to wear modest shorts (no shorter than 2 inches above the knee). Leggings can be worn with a longer tunic-type top or dress.

**Determination of the appropriateness of non-uniform dress is at the discretion of administration.*

When a student's dress is determined to be inappropriate, parents will be called to bring the child's uniform. Students who fail to follow the casual day rules will lose the privilege of dressing out of uniform on the next casual day. These same rules apply to field trips and school-sponsored activities. Children who repeatedly do not follow the dress code for casual days will lose the privilege to dress down on these days.

Spirit Day

On Spirit Days, students will wear uniform bottoms with a St. Agnes spirit wear or a red shirt.

Physical Education Uniforms

"Athletic" shoes are required for all students on P.E. days. This means non-scuffing tennis shoes or those without black soles. No student will be permitted on the gym floor in non-athletic shoes.

Cell Phones

Cell phones are greatly discouraged. If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she is required to give their cell phone to their classroom teacher upon arrival in the morning in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day may a cell phone be in a student's locker or in his/her possession. Items taken away from students will be returned to the parent(s)/guardian(s).

Personal Property

Electronics and toys should not be brought to school. These items include but are not limited to: radios, CD players, iPods, MP3 players, toys, electronic games, skateboards, scooters, cell phones, or trading cards. Personal property taken away from a student as a result of a disciplinary action will be held in the school office and will only be returned to a parent. Students are discouraged from bringing unnecessary amounts of money to school. The school is not responsible for any lost items.

Light House Team

St. Agnes has an active leadership team with representatives from grades seven and eight. The team promotes leadership talents among students.

Catholic Youth Organization (CYO) Sports Programs

Students in grades three through eight have the opportunity to participate in the Archdiocesan Catholic Youth Organization (CYO) sports program.

Yearbook

Students in the seventh and eighth grades have an opportunity to be on the yearbook staff. The yearbook staff is part of the Yearbook elective.

Telephone

The school phone is primarily a business phone and is not to be used by students. Forgetting one's textbooks, homework, gym clothes, or arranging to visit with another student after school are not acceptable reasons for using the telephone. Please make arrangements for your student's pickup before school so that students need not call home at the end of the day or on rainy or snowy days.

Parents are discouraged from calling students during school hours to speak directly to students. Every effort will be made to inform students of messages.

Lockers

Lockers and locks are the property of St. Agnes Catholic School and not of the student. Lockers may be searched at any time to assure the safety of all students. Students who lose a lock will be charged \$10.00.

Lost and Found

Items will be maintained in the lost and found shelf in the school cafeteria. Small items will be kept in the school office. All items not claimed by the end of each quarter will be given to charity.

Party Invitations

In consideration of other students' feelings, we ask that party invitations not be distributed at school unless everyone (whole class, all the boys or all the girls) in a given room is invited. If all students are not included, please mail invitations directly to a child's home.

Birthdays

We believe in celebrating the gift of our children. Teachers set aside approximately 10 minutes to celebrate a child's birthday. *Snacks or treats sent for sharing, such as birthday and classroom party snacks must be in prepackaged wrappers with the ingredients listed. For classrooms with students with a peanut or dairy allergy, snacks must be peanut and dairy-free. Home baked food items are not allowed.

Any balloon, cookie, or flower bouquet items are to be delivered to the school office where they will be held for the student until the end of the school day.

In the upper grades, lockers may be decorated by 3 or less students before school with the permission of teachers. Decorations must be approved by teachers to not distract from learning.

Bicycles

Students are allowed to ride bikes to and from school. Please review with your student, proper bicycle safety and courtesy. Students are to wear a safety helmet. Bikes are to be parked in the racks at the south end of the building and by the Gym. All bikes must be locked. The school will not be responsible for damages or theft while bikes are parked in the racks. Permission to ride a bike to school will be withdrawn from any student who violates general rules of safety or courtesy. Motorized vehicles are prohibited.

SCHOOL SAFETY

Crisis Plans, Fire and Tornado Drills

Out of concern for student safety, St. Agnes complies fully with state and local regulation regarding safety drills. Procedures for swift, safe school evacuation are periodically reviewed with the students. The Church or/and Bishop Miege High School are evacuation sites if needed.

A crisis plan is in place should an emergency or disaster take place during school hours. The plan is practiced so that students and teachers know how to respond.

Guests and Visitors

Parents and guests are always welcome to visit the school. In order for the experience to be positive, please make arrangements with the teacher and office prior to the visit. All visitors (parents and other students or adults) must present a driver's license in the office and obtain a "visitor" badge before proceeding through the building. Unknown visitors without visitor badges will be stopped, asked to identify themselves, and escorted to the office.

MISCELLANEOUS

Checks

All returned checks (including those to the Cafeteria, PTO, etc.) will be assessed a \$15 fee payable in cash or money order. An additional \$5 fee will be charged each month that passes without payment for the check.

Temporary Change of Address

Parents who are away for an extended period of time and whose student will be staying at a different address need to notify the school office of a temporary change of address and a contact person in case of an emergency.

School Advisory Committee

The School Advisory Committee (SAC) is a consultative board that serves as an advisory group to the Pastor and Principal in ensuring the highest possible religious and academic education for our students.

The SAC goals are to:

1. Strengthen and ensure the future of St. Agnes Catholic School.
2. Provide feedback to the Principal and Pastor regarding policy and standards for the school.
3. Develop programs for marketing the school and strengthen public relations.

Members are appointed by the pastor in consultation with the principal and are collaborators in the mission and ministry of the school.

Reporting Absences

Visitor Management System

Update Uniform

This handbook to St. Agnes Catholic School policies and procedures is developed to promote Christian Values, foster a positive learning environment, and maintain student safety. The school principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice among students, faculty, staff, and volunteers in school and school sponsored activities.