



St. Agnes Catholic Elementary School

# Parent & Teacher Handbook

2023-2024

The Community of St. Agnes Catholic Elementary School  
Creates Lifelong learners who exemplify the teaching of Jesus Christ

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St. Agnes Parents:

Welcome back to another year at St. Agnes School. Our School Board, Pastor, and Principal have made some changes to our Parent & Student Handbook. Please read the revised 2023-2024 Parent & Student Handbook for these changes. Please note that some of the policies in this book may be superseded by policies that we have in place to deal with special health concerns. Please refer to St. Agnes Health & Wellness Policy and Guidance on the school website. Thank you all for your continued hard work and suggestions which help make improvements to our school. We look forward to a wonderful year with all of you.

It is crucial that you read this manual entirely and thoroughly as our whole school community will be accountable for following these guidelines during this new school year. Please sign, date, and return this form indicating that you have both read and received the 2023-2024 Parent & Student Handbook. If you have any questions or concerns, please do not hesitate to ask.

Thank you,

Fr. Michael Benz, Pastor  
Mrs. Michelle Otte, Principal

**The St. Agnes School Board**

Eric Emmett  
Stacey Rayoum  
Cindy Fallert  
Debbie Donze  
Linda Lurk

I have both read and received the 2023-2024 Parent & Student Handbook. I agree to abide by the Witness Statement on page 4, the Parent Responsibilities on page 12, and the Finance Policy on pages 17-18 of this document.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## WITNESS STATEMENT For Those Whose Children Attend Catholic Education Programs

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

*You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.*

No wonder, then, that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic schools and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware, then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

**Regularly participate in the Sunday Eucharist [if not Catholic, regularly participate in worship and prayer] with my family.**

**Commit to speak more with my children about God and to include prayer in our daily home life.**

**Participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children, including sacramental preparation for Catholic children.**

**Support the moral and social teachings of the Catholic Church to ensure consistency between home and school.**

**Teach my children by word and example to have a love and concern for the needs of others.**

**Meet my financial responsibilities in supporting the Catholic School or Parish School of Religion.**

<b>Mission</b>
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**The Community of St. Agnes Catholic Elementary School creates life-long learners who exemplify the teachings of Jesus Christ.**

<b>Philosophy</b>
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Parents are the first and foremost educators of their children. St. Agnes Catholic School is an extension of the Christian home and therefore assists parents in helping their child understand the basic and most important values of life. At St. Agnes, students are instructed in human knowledge and skills, which along with their knowledge of the Catholic faith, will help them live a vibrant Christian life.

St. Agnes Catholic School focuses on the individual, accepting each child at his/her level of development and striving to meet his/her spiritual, intellectual, physical, aesthetical, moral, emotional, and social needs. St. Agnes School instills, through words and actions, a concern for the life and issues of the Church and broader society, both locally and universally. Drawing its inspiration and strength from the Gospels, St. Agnes Catholic School strives to help each student to achieve the most complete formation possible.

Rooted in tradition as a Catholic educational community, St. Agnes Catholic School remains continuously in progress and open to growth and change. As a community and extension of the family, each person seeks to foster complete individual development and growth together by sharing and caring as a family.

<b>Goals</b>
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1. To form Christian leaders by teaching students an awareness of Christian values and providing opportunity and guidance to utilize these values
2. To develop responsible citizens who appreciate and understand others through service
3. To create a warm, caring atmosphere where all members of the school community can grow spiritually, intellectually, emotionally, physically, aesthetically, and morally
4. To empower learners to value education and to take responsibility to achieve their educational goals
5. To continuously review the curriculum, assess its effectiveness, and explore how to update and make needed changes
6. To provide a variety of opportunities for teachers to continue their personal, professional, and spiritual development
7. To engage families and faculty in a variety of experiences to strengthen home/school relationships
8. To give students positive experiences that will promote the development of a healthy self-concept
9. To provide a Christian environment in which students learn to respect others, to show consideration, and to appreciate each unique individual
10. To integrate the school into the parish so as to develop an awareness of being a part of a parish community

<b>Admissions (4100)</b>
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### **Policy of Non-Discrimination**

St. Agnes School shall not discriminate based on race, color, national or ethnic origin, in admission policies, scholarships, loan and athletic programs, or any other school administered programs.

### **Admission to an Elementary School**

Parents/guardians wishing to enroll their children in a Catholic elementary school must apply for admission at the local school.

### **Requirements for Admission**

Admission is contingent upon:

1. The family's desire for this special kind of school where Catholic teaching and moral formation are an integral part of the school. (Those who are from other religious traditions must give the same assurance that they understand the religious requirements and expectations of attending a Catholic school.) Evidence of any family's desire to be a part of this type of school includes:
  - a. participation in the spiritual and social life of the parish or religious tradition
  - b. support of the concepts upheld in the Witness Statement
  - c. agreement to follow the policies and procedures of the school
  - d. willingness to cooperate with the teachers and administration in the moral, psychological, emotional, spiritual, and academic development of their children.
2. Students are admitted to Kindergarten who are five years of age before August 1. Students are admitted to first grade who are 6 years of age before August 1 or by transferring from an elementary school where kindergarten has been successfully completed. The date of birth must be verified by a birth certificate or baptismal record. Students must demonstrate sufficient maturity and academic and social skills consistent with the grade level. Any exceptions must be approved on a case by case basis by the pastor, in consultation with the principal and kindergarten teacher.
3. Parents' willingness to accept the financial responsibilities of their child/children attending a Catholic school. (All book fees/tuition/bus fees must be paid). Any difficulty in paying throughout the year must be promptly communicated to the Pastor. All tuition and fees must be paid up to date in order for students to begin each new semester. Grades will not be released at the end of the year until all tuition and fees are paid in full.
4. Students in Kindergarten are required to submit a health record that meets state immunization requirements. It is also recommended, but not required, for students going into 3<sup>rd</sup> and 6<sup>th</sup> grade to have a physical. Tdap and Meningococcal are required for 8<sup>th</sup> grade in any Missouri school.



### **Transferring from Another Catholic School**

A student transferring from a Catholic school in the Archdiocese for reasons other than geographical relocation may be accepted after the receiving Parish obtains the necessary information from the Pastor/Principal of the sending parish.

A decision about acceptance shall not be made until all pertinent records and information have been received and reviewed.

### **Transferring from a Merged/Consolidated Catholic School**

Families enrolled in a school that is scheduled to merge or consolidate for a new school year should enroll at the school at which the parish has merged or consolidated its school.

If for some valid reason a family desires to transfer to another Catholic school other than the merged/consolidated school, the parents may register only after receiving permission from the pastor of their current parish.

### **Transferring from a Non-Catholic School**

A student transferring from a public or private school may be accepted after a thorough inquiry regarding the motivation for the request for admission. In addition, the requirements for admission would apply at any transfer point.

### **Admission of Home Schooled Students**

Prior to accepting a student who has been home schooled, the parents/guardians must provide evidence that the student has been receiving regular instruction.

1. By providing the following records which they are required to keep by state law:
  - a. a plan book, diary, or other written record indicating subjects taught and activities engaged in
  - b. a portfolio of samples of the student's academic work
  - c. a record of evaluation of the student's academic progress
  - d. other written or credible evidence equivalent to the points listed above
2. By providing evidence of offering at least 1000 hours of instruction annually as required by law. At least 600 hours should be in reading, language arts, mathematics, social studies, and science or academic courses that are related to the aforementioned subject areas and consistent with the pupil's age and ability. At least 400 of the 600 hours shall occur at the regular home school location.
3. By providing evidence of religious education and sacramental preparation that have been provided, along with parish records of participation in first sacraments, if applicable.

<b>Attendance (4200)</b>
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Students are expected to attend all classes and school activities (including but not limited to standardized testing, sports programs, field trips, etc.) on days scheduled by St. Agnes School as days of student instruction. A student who is not present at the appointed times is designated “absent”.

### **Arrival – Dismissal**

The school day begins at 7:30 a.m. and ends at 2:45 p.m. Supervision will begin at 7:00 a.m. St. Agnes School or St. Agnes Parish is unable to accept responsibility for children arriving earlier than 7:00 a.m. or leaving after 3:15 p.m. for walkers or riders.

### **After Care**

Extended Care is offered after school hours until 5:30 p.m. for an additional fee per child attending this program.

### **Absence**

Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned curricular activities (e.g., field trips, enrichment and remedial programs). A phone call is required before 7:30 a.m. to report a child’s absence. This does not take the place of the written note for excuse. If a parent/guardian does not report a student’s absence, the school will contact a parent/guardian on any day that a student does not report.

**Students who must be excused for medical, dental, funeral, or other reasons during school hours are considered absent.** For this type of absence, notification should be sent to school in advance by a parent/guardian stating the time, length, and reasons for the absence.

### **Tardiness**

A student is tardy who arrives after the time fixed by school policy for the start of the school day – 7:40am. Arriving on time impresses upon children the importance of school and helps develop valuable habits and responsibilities that in the future will help them succeed both in school and the work place.

Excessive tardiness and/or absences will result in a consultation between the student and/or parents/guardians, and the teacher and/or principal.

*Approved by St. Agnes School Board on January 24, 2017*

### **Perfect Attendance**

St. Agnes School gives awards to the handful of students who make it through an entire school year with a perfect attendance record – that means no absences, no tardies, and no early sign-outs.

(No exceptions)

*Approved by St. Agnes School Board on 12/3/2013*

<b>Channels of Communications</b>
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*Drafted locally and approved by the St. Agnes School board on 10/26/2011*

Teachers at St. Agnes School will provide communication to parents regarding classroom expectations, the curriculum at given grade levels, behavioral situations that may occur and situations that directly affect the progress of a student's achievement, e.g., missing assignments.

Parents and guardians of students at St. Agnes School are partners with the teachers and administrator of the school. Any question or concern they may have about their child/children is to be addressed to the teacher first, since they work directly with the students and have first-hand knowledge about a situation. If after talking with a teacher the situation is not resolved, they should then approach the principal of the school. If resolution is still not apparent, then the pastor of the parish is approached.

Important information (i.e., registration forms, permission slips, fundraising projects, student progress or homework slips, etc.) will be given out on a weekly basis in the Friday folder. Our School Newsletter will be sent via email at the end of the week. Other important information (i.e., admission forms, tuition assistance forms, tuition information, parent/student handbook, etc.) may also be found at the St. Agnes school website. [www.stagneselementary.org](http://www.stagneselementary.org). We also post event information, activity information, and student activity pictures on our Facebook page. You may follow us on Facebook by liking our page St. Agnes School and Parish – Bloomsdale, MO.

<b>Discipline (4300)</b>
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At St. Agnes School, our philosophy of education clearly states that the education of our children is a shared responsibility between parent/guardian and school. Excellence in education requires discipline in many ways. Parents/guardians choose to send their children to St. Agnes knowing that our educational practices are based on the teachings of Jesus Christ. In all of our dealings with students, faculty members, and parents/guardians, the overriding virtue binding us together is genuine love, concern, and respect for one another. We are, in the truest sense, members of the Catholic Christian community.

As our children grow through Catholic education, we seek to develop the values that build on each child's responsibility for their actions, self-discipline, and respect toward others. To accomplish this, St. Agnes utilizes the Virtue-Based Restorative Discipline Model. This initiative has two main goals:

1. Increase faith practice
  - Evangelization
  - Sacramental Practices
  - Virtue education
0. Decrease anti-social behavior
  - Excessive teasing or harassment
  - Disruptive behaviors

In the Virtue Based Restorative Discipline (VBRD) model, we see misbehavior in the context of the whole child both at home and at school. This model will not replace our school expectations but will build upon what we have in place to provide a stronger connection to our faith teaching in assuring that the love of God and one another is reflected in our discipline practices.

Three tasks are the foundation of this initiative:

1. We will cultivate personal virtues as a school community.
2. We will commit to being constructive in the way we interact with others.
3. We will periodically survey students and adults to establish evidence of the reduction of harmful behaviors and of increased faith practices.

The four guiding principles in VBRD are:

1. We will dedicate ourselves to living virtue.
2. We will support each other in living virtue.
3. We will commit to constructive thoughts, words, and deeds.
4. When faced with challenges or conflict, we will find solutions that cultivate virtue for ourselves and for one another.

## **Discipline Responsibilities**

### ***Students Responsibilities***

As a student of St. Agnes, I agree to the following:

- I will seek to improve my relationship with God through prayer, study, and service.
- I will come to school ready to learn.
- I will show respect for myself, for others (my classmates, my teachers, my principal) and for their property.
- I will be responsible and work towards my learning goals.
- I will complete my work in a timely manner and bring home feedback to my parents (ie: graded work, assessments, Friday folders, etc.)

### ***Parent Responsibilities***

As a parent of St. Agnes, I agree to the following:

- I will see that my child attends Sunday liturgy.
- I will see that my child attends school regularly and on time, and with the proper supplies.
- I will provide a home environment that promotes good nutrition, allows for a sufficient amount of sleep, and encourages my child to actively participate in their learning.
- I will check to see that homework is complete, including daily review and study.
- I will encourage my child to read at home daily and encourage them to reach their SRC goals.
- I will conduct myself in a respectful and supportive manner for my child, the teachers, and the school.
- I will support the school and my parish/church through participation and generosity as I am able.
- I will maintain regular and on-going communication between school and home.

### ***Teachers Responsibilities***

As a teacher/staff member at St. Agnes, I agree to the following:

- I will practice my faith, attend Sunday and Holy Day Masses, and continue to grow in virtue.
- I will provide a classroom that is safe, non-threatening, and conducive to learning by enforcing rules and expectations fairly and consistently.
- I will actively engage students in learning activities, encourage student participation, and support my students in reaching their learning goals.
- I will act as a role model for the students, modeling Jesus in all my words and actions, and showing respect for each faculty/staff member, child, and his/her family.
- I will come to class prepared to present a variety of learning experiences.
- I will maintain regular and on-going communication between school and home.
- I will collaborate with the Administration and with other teachers/staff to give the best holistic education experience possible.

## **Levels of Discipline**

It is the standard at St. Agnes that all matters of discipline be kept confidential between the student(s), parent(s), teacher(s), and administration involved. St. Agnes recognizes that there are various levels of misbehavior and therefore will take actions accordingly. Here are the three levels of discipline.

### ***Level One***

Most behavior matters that arise will be resolved simply and quickly between the student and the teacher. Such behaviors include disrespectful behavior in the classroom setting, disruption of student learning within the classroom, or being unkind to other students.

Consequences of these behaviors will involve a VBRD discussion between the student and teacher as to what harm was committed, what must be done to make things right, what can be done to keep it from happening again (a plan) and a follow-up check-in. It will involve an apology and may include the loss of recess, a brief removal from the classroom, and/ or making appropriate restitution. A follow-up conversation may occur between the principal, teacher, and student.

### ***Level Two***

Behaviors, which may require stronger actions to be taken include, but are not limited to:

- Blatant disrespect of a teacher or student
- Use of profanity
- Physical Contact with another student/students; fighting
- Destruction of other's or school property
- Excessive harassing/teasing of other students
- Stealing
- Academic dishonesty (cheating)

It is our hope that the above behaviors do not occur. In the event that this behavior does occur the administration, teacher, student and parents will be involved in the discipline process.

A conference (either in person or by phone) will be held between the parent and administration/teacher. If the behavior occurs for the first time, the teacher, student, and administration will conference. Actions taken for the above behaviors will be given prayerful consideration. The action may not always be determined at the conference but within a reasonable time. Actions can range from loss of privileges to in-school suspension. Restitution will always be required when property is involved. If this behavior continues, a further conference will be held including our Parish Pastor.

### ***Level Three***

Behaviors involving drugs, alcohol, weapons, smoking, truancy, leaving school grounds, or any other serious behavior that will cause harm to self or someone else will be handled on an individual basis and directly with the principal and pastor.

In accordance with Archdiocesan policy and procedure, appropriate actions taken by the principal and pastor may include;

- Additional parent/guardian conferences
- Mandatory counseling
- Suspension (the removal of a student from all classes for a specified period **(4302.1)**)
- Probation (continued enrollment of a student, but with specified conditions **(4302.2)**)
- Withdrawal for cause (withdrawal for cause is the permanent end of enrollment of student from school. **(4302.3)**)
- Contacting the appropriate law enforcement

### **A STUDENT MAY BE IMMEDIATELY SUSPENDED OR WITHDRAWN FOR CAUSE IF DEEMED A THREAT TO SELF OR OTHERS.**

#### **In-School Suspension**

Students who continuously exhibit poor judgment regarding behavior will be placed on an in-school suspension. An in-school suspension takes place in the principal's office and all school work is given to the student throughout the day.

\*Possession or use of a firearm/weapon or a threat of violence will be handled according to the Violence Policy (4303.3)

There are some cases in which a student will be suspended immediately from school. Under those circumstances, parents/guardians will be contacted and expected to remove the child from the school.

#### **Expulsion**

The Principal may dismiss a student permanently for repeated serious infractions. It is very likely that a student who has received two suspensions within an academic year will be subject to expulsion. The Pastor and Principal will review each of these cases individually.

Parents/guardians of a student with repeated discipline problems will be contacted for a conference.

#### **Violence Policy**

Violence consists of words, gestures, or actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property.

St. Agnes Catholic School follows the policy on violence as written in the Administrative Manual for Elementary Education, Catholic Education Center, Archdiocese of St. Louis. (4303.3)

## Extracurricular Activities

The principal must approve all extracurricular activities (outside of school hours). These activities must have an evident educational purpose. The purpose of the activity and the requirements for participation must be clearly defined. A member of the faculty or a qualified/responsible adult should act as moderator of the activity and should be present at all times during the activity. Parents/guardians permission must be obtained for a student to participate in extracurricular activities.

St. Agnes's program of extracurricular activities is designed to help meet the recreational, social cultural, vocational, and religious needs of the students. Offerings should be based on student need and interest. Participation in such activities is a privilege. However, in determining eligibility standards, the positive contribution of participation to the development of the whole person should be emphasized. No activity in the school may restrict membership on the basis of race or sex. Administration and moderators are responsible for supervision of these activities and ensuring the educational value of activities and their consistency with Gospel values. Examples of extracurricular activities include: Bellarmine Speech League, Athletics, Robotics, Art, Children's Choir, STUCO, & Ambassadors.

Interscholastic activities should foster good relationships between schools. Students represent their school when participating in or attending interscholastic events. Breaches of Christian behavior and sportsmanship will be addressed promptly and appropriately.

### **Bellarmino Speech League**

St. Agnes Elementary students in grade 5, 6, 7, and 8 may participate in the Bellarmine Speech League where they memorize, perform and are judged on humorous, serious, and duet speeches.

### **Field Trips/Transportation of Students**

During the school year teachers will plan educational field trips to places of interest. Signed permission slips must be returned to school in order for the student to participate. **Permission received by phone, fax, or e-mail cannot be accepted in lieu of the original signed form.**

Students are to be reminded that they are representatives of St. Agnes School while on the trip and our Discipline Policy is in effect. All students wear the school uniform on field trips, unless it has been determined that the uniform will hinder the event. Parent chaperones should not bring or drink alcoholic beverages before or while accompanying children on field trips.

Medications that the students would normally receive at school should be packaged and given to the teacher accompanying the students on the field trip. **At least one teacher should accompany students on field trips, should stay with the students the entire time, and should carry a cell phone for emergencies.**



Parents/guardians may be invited to accompany the students and teachers for appropriate supervision in a ratio of one adult to ten students in Gr. 4-8 and one adult to five students in Kindergarten – Gr. 3.

Children who are not students in the particular classes for whom the field trips are planned are not allowed to attend the field trip.

St. Agnes School will take appropriate measures to ensure the safety of students when they are being transported for **educational field trips, athletic events, and other off-campus school activities**.

Whenever possible, schools should use bus transportation by an insured carrier for off-campus school-sanctioned events. There are circumstances for which a school administrator may determine that transportation in private passenger vehicles is appropriate. These could include the small number of students involved in an activity or the cost of commercial transportation. If a private passenger vehicle must be used, the following criteria are required. This applies to transporting students who do not require a child passenger restraint system.

1. Drivers must have a valid, non-probationary driver's license and no physical disability that may impair the ability to drive safely;
2. the vehicle should have a valid registration and meet state safety requirements;
3. the vehicle must be insured for minimum limits of \$100,000 per person, \$300,000 per occurrence;
4. drivers should be experienced drivers and demonstrate the maturity necessary to provide for the safety of those they are transporting;
5. there should be at least two students in the car if there are not two adults;
6. every person in the private vehicle must wear a seat belt or use an appropriate passenger restraint system; and
7. adults should not be permitted to smoke in the vehicle. Volunteers are expected to abide by the criteria listed above. Volunteer drivers should provide St. Agnes School with copies of a valid driver's license, their vehicle registration, and proof of insurance coverage. The documents will be kept on file in school. St. Agnes School will also maintain a record of each event and date when each volunteer driver transports students.

Children weighing less than 40 pounds, regardless of age, are required to be secured in a child passenger restraint system appropriate for the child. Children who are less than eight years of age and who weigh at least 40 pounds but less than 80 pounds and are less than four feet nine inches tall must be secured in a child passenger restraint system or booster seat appropriate for the child. Children who weigh at least 80 pounds or children taller than four feet nine inches must be secured by a vehicle safety belt or booster seat appropriate for the child.

(Missouri SB 872)

When responsible for driving or supervising students other than their own, drivers and/or chaperones must have attended a "Protecting God's Children" workshop, passed a criminal background check, and completed all components of the Archdiocesan Safe Environment Program. Anyone with a DWI within the last 10 years is not permitted to drive students on

school related functions. Anyone required to register on any sex offender list will be barred from St. Agnes School and from any school-related activity held on or off campus.

All students attending a field trip are expected to return on the bus or with the driver he or she rode with to the field trip. In emergency or unusual situations, a student may be dismissed from a field trip with his or her parent. The school principal or pastor must be notified prior to the student being released. *Adopted by the St. Agnes School Board on April 28, 2015*

### **Mission Program**

The Association of the Holy Childhood is the Church's official society for promoting mission interest and aid among the children. This program helps to create a spirit of generosity in addition to awareness of the needs of others and of social justice. Once a year, according to Diocesan policy, it is permissible to conduct a monetary drive for the benefit of foreign missions. An annual mission raffle is held in school usually in the spring to raise money for specific missionary efforts. Money donated by the students is sent to the Archdiocese monthly for mission purposes.

### **Sports**

St. Agnes Elementary is a member of the CAC Association and participate in soccer, volleyball and basketball programs. Catholic schools should strive to be exemplary models of Christian behavior and sportsmanship in all athletic events. Administrators, coaches, and moderators should consistently model and emphasize the importance of Christian behavior and sportsmanship and should frequently emphasize its importance to participants and spectators, including parents and other fans. (Please see Transportation of Students Guidelines)

### **Social Activities**

Social activities sponsored by St. Agnes School will be consistent with Christian values and Catholic Teaching.



Tuition payments for the school year begin on June 1 and conclude on May 31. Each family is responsible for using the tuition envelope monthly and for contributing to St. Agnes Parish through the Sunday envelope. Tuition payments may also be made on-line through the Parish's on-line giving website ([stagnesandstlawrence.org](http://stagnesandstlawrence.org)).

The Registration Fee (per family) is due at registration and the School Support Fee is due at the beginning of each school year.

PTO dues are due and payable at the first Parent-Teacher meeting or at the date set for payment.

Fallert Bus Fees are paid according to the agreement with the parish.

*Prior to the beginning of the second semester, one-half of the yearly tuition is due, with the remainder of the tuition due by the last day of the school year. Any difficulty in paying throughout the year must be promptly communicated to the Pastor to discuss alternate payment options. All tuition and fees must be paid up to date in order for students to return each new semester. Grades will not be released at the end of the year until all tuition and fees are paid in full.*

<b>Fostering Student Responsibility</b>
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Fostering responsibility is a goal of our school. To accomplish this we ask that all children have a special place in the home where school materials are kept. It is also important that children have a place in the home for study purposes. Students should spend a few minutes each evening gathering items necessary for the following day.

Children will not be permitted to make phone calls for forgotten items during the school day. The exception is items of a medical nature (including glasses). Otherwise, parents are asked not to bring forgotten items to school.

Please do not ask the secretary to make exceptions to our policy. Emergencies may be discussed with the principal.

<b>Graduation (4502)</b>
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### **GRADUATION**

To graduate from St. Agnes Catholic elementary school in the Archdiocese of St. Louis, a student must have successfully completed the minimum academic and religious requirements of the school; maintained a satisfactory attendance record as defined by the school; demonstrated satisfactory conduct; and completed all financial obligations. The pastor and principal must approve all activities and events.

### **Financial Requirements**

Payment in full must be made for all financial obligations to the school before the day of graduation.

If a student at the time of graduation has a balance due to his/her account, the certificate of graduation, report cards, and cumulative record will not be issued until the account has been settled.

### **Eighth Grade Graduation**

Mass is planned by the class followed by a reception in the school cafeteria. For the reception, the seventh grade parents will bring refreshments and provide punch. Room parents are responsible for contacting the seventh grade parents to serve refreshments at the reception and clean up afterwards. Room parents are also responsible for any fresh flowers used to decorate the tables, if desired, in the cafeteria. Room parents collect money from the students for a corsage for the teacher.

### **Archdiocesan Policy # 4304 Regarding Completion of School Program**

At the completion of the eighth grade year, a school should recognize those students who have successfully completed its educational program. A liturgy with students, parents and staff should be central to the school's celebration of this event. Other events and aspects of the celebration should be planned in light of such factors as the philosophy of the school and family. It is appropriate that students, parents, and teachers be consulted in the planning of this celebration. However, such activities and events connected with this celebration must meet with the approval of the local administration.

### **Guidelines for Applying Policy**

In light of the focus being a simple family celebration, the school should consider the following:

1. A reception following the Liturgy is deemed appropriate.
2. A student dance is deemed inappropriate
3. Dismissal of graduating students should occur not more than one day prior to the celebration.
4. It is inappropriate for the school to sponsor overnight trips as part of the eighth grade completion celebration.

### **Kindergarten Graduation**

Graduation ceremonies and program are held in St. Agnes cafeteria. Kindergarten parents are responsible for the refreshments and punch. First grade parents are asked to serve and cleanup after the Kindergarten Graduation.

### **Dismissal of Graduating Students**

Graduation activities and events should be scheduled as close as possible to the official ending of the school year. Grade eight students, like the other students within the school community, should be provided with a minimum number of 174 days of student instruction. Dismissal of graduating students should occur not more than one day prior to the celebration.

## **Harassment - Bullying (4303.7)**

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No students in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ and the standards of its programs.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible; confidentiality will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and withdrawal for cause, will be taken  
*Approved by the St. Agnes School Board - 2011*

## **Health (4400)**

St. Agnes School cooperates fully with the Ste. Genevieve County Health Department with regard to identification, referral, and follow up programs for students with health problems.

### **Health Personnel**

St. Agnes School nurse is available through the Ste. Genevieve Health Department.

### **Health Documents**

As a part of the registration process, appropriate medical information is collected on each student and maintained in a secure area. All students have:

1. a complete emergency form
2. a registration form indicating special needs
3. a complete immunization record
4. a form for any allergies

School health records are maintained separately from educational records to maximize confidentiality protection afforded to medical information under Missouri Law. An exception will arise when health care is delivered as part of the student's educational program, such as health services delivered in an Individualized Service Plan ("ISP").

If a child becomes ill or injured, the parent will be notified by the office personnel to come for the child as soon as possible. In the event that we are unable to reach the parents, the "emergency number" will be contacted. **Please keep the office informed of any change in telephone numbers – home, business, or emergency.**

Parents will be asked to take their child home if any of the following conditions exist:

1. Vomiting and/or diarrhea
2. Temperature above 100 degrees
3. Symptoms consistent with a communicable disease.
4. Any injury or illness, which, in our opinion, may warrant a physician's care.

### **Administration of Medication**

Ideally, all medication should be given at home. However, some students are able to attend school because of the effectiveness of medication in the treatment of chronic illnesses or disabilities. If a student requires medication, including over the counter pain relievers and/or cough drops, during the school day, the following must be in place:

1. The direct order/consent of a licensed physician, licensed physician's assistant or Nurse practitioner signed and properly filed with the school. (The current Prescription label on the container may serve as a physician's order.)
2. Written consent of the parent/guardian for school personnel to administer the medication
3. The medication in the original container
4. Proper training of personnel on medication administration

**All medication sent to St. Agnes School will be secured in a locked cabinet under the supervision of the administration. Students may not carry medication on their person.**

### **Release from School Due to Illness**

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached are kept on file. Parents/guardians are responsible for providing transportation for the student to leave.

The school administration has the responsibility to send home any student who shows signs of a communicable disease. The student will be readmitted upon written verification from a qualified health care professional that the student is not carrying a disease or that the student's presence does not constitute a threat to the health of others.

**\*If a child is sent home with a fever or 100 degrees or more, the child must remain home for 24 hours. He/she must be fever free for at least 24 hours without fever reducing medication.**

**\*If your child has had diarrhea or has vomited in the past 24 hours, please keep your child at home.**

**\*Children with pink eye and strep throat must stay home at least 24 hours after medication has started.**

### **Communicable Diseases**

St. Agnes School will follow the recommended policies and procedures on communicable diseases established by the Ste. Genevieve County Health Department, Missouri Department of Health, and the Archdiocese of St. Louis.

<b>Internet and Electronic Communications Conduct</b>	
	<b>(4303.4)</b>
	<b>(4400)</b>

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

The policy applies to communications or depictions through e-mail, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage; harass or embarrass members of the school or (3) in the principal's discretion, cause harm to the school, or the school community (collectively referred to as "inappropriate Electronic Conduct") Inappropriate Electronic Conduct shall be subject to the full range of disciplinary consequences including withdrawal for cause.

*Approved by the St. Agnes School Board - 2011*

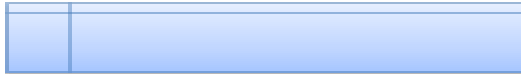
### **Cell Phone Policy**

All student cell phones must be turned off during school hours. Cell phones must be retained in the student's book bag during school hours.

Consequence:

If a cell phone is found on or in possession of students during school hours outside of the book bag, it will be confiscated and must be picked up by the parent.

### **Lost and Found**



Articles that have been found anywhere on the premises will be kept in a “Lost and Found” box. Children/adults may claim articles any day when school is in session.

Scarves, sweaters, sweatshirts, jackets, gloves, overshoes, school bags, etc. should be marked with the child’s name. Lost articles can be directed immediately to the owner if there is a mark of identification on them. Unclaimed “Lost & Found” items remaining in the bin at the end of the school year will be donated to the school uniform supply or St. Vincent DePaul.

### **Lunch Program**



#### **Lunch Program**

All students participate in the school lunch program. Nutritious meals are served daily. Families receiving reduced cost lunch or paying full amount lunch cost are responsible for paying all required fees. Unpaid lunch fees at the end of the school year will result in a hold on school grades and records until all fees are paid.

*Approved by St. Agnes School Board on January 24, 2017*

#### **Procedure**

- The oldest child in the family brings the lunch money on the first class day of each week. Lunch money for the family is placed in an envelope and marked properly with names of students(s), grade(s), dates covered by payment, and amount of money enclosed.
- If a child misses school during the week, deduct this amount the following week and make a notation of this fact on the envelope.
- Milk or other foods will be exempt only with written notice from a doctor indicating allergies to such.



Movies or videos of educational worth may be shown in classrooms at times during the school year. The following policy will be followed by all faculty members:

1. All such materials will be previewed by the teacher for appropriate content prior to showing.
2. All materials will be rated G or PG with parental consent.
3. In addition, teachers will state the instructional objectives before use in the classroom.

At certain times of the year, movies/videos of an entertaining nature may also be shown in the classroom. Use will be limited, and the same standards stated above apply.



## Playground

Students are assigned specific times and locations for playground time. Adult supervision is provided on the playground. Students must be accompanied by an adult when leaving the playground for any reason. Students are expected to be respectful towards all supervisors and to behave appropriately. Please see the Discipline sections for expected behaviors. Students will need to be dressed appropriately for outside recess when the temperature and wind chill is 32 degrees or above. (coat, hat, gloves, etc.) At a heat index of 95 degrees or higher, students will stay inside for recess.

### Playground Regulations

- **No pushing, shoving, fighting, or wrestling.**
- **No throwing sticks, wood chips, rock, etc.**
- **Students must be accompanied by an adult with leaving the playground for any reason.**
- **Do not pick leaves, berries, or break branches.**
- **No swinging from trees.**
- **No balls around the playground equipment (swings area)**
- **Stay within the fences area.**
- 

### Playground Equipment:

Balls: Nerf balls, wiffle balls, plastic balls, or rubber playground balls are the only type allowed on the playground. Students may only play touch football. Basketballs are to be used only on the basketball court. **Hard balls are not allowed.**

Jump ropes: Are used only for jumping. No running or twisting with the rope.

Slide/climbing equipment: Do not run up or down. Go down the slide in a forward sitting position only, one person at a time. Do not jump off the slide. No climbing up the slide. Objects may not be thrown down the slide. Tag is not to be played around the playground equipment. Students may not sit on the top bars.

Swings: Only one student on a swing at a time. No hanging from the swing chains. No climbing or hanging from the "A" frame of the swing. No standing on swings. No twisting or jumping out of the swing. No swinging sideways. No swinging so high that the chain jerks.

\*Behaviors such as spitting, swearing, and name calling are considered inappropriate and will be dealt with at the discretion of the adult supervisor. While at play, we expect our students to have fun, but never at the expense of another. Respect is always expected.

JESUS WANTS US TO BE HIS FOLLOWERS. BE SAFE AND HAVE FUN!

<b>Reduction in Force (3407.165)</b>
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Reduction in teaching positions may occur due to declining enrollment or financial constraints. Factors involved but not limited to include:

1. Qualifications to teach assigned grade levels
2. Past evaluations and work history
3. Length of service at the school
4. Length of service at other parish schools within the Archdiocese

*Encouraged by the diocese and adopted by St. Agnes School Board*

<b>Registration (4103)</b>
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The principal, according to the admission policies established by the pastor and/or the board, will register students to the school according to the norms set by the School Board, the Archdiocesan Board of Education and accepted educational procedures.

The registration process includes:

1. Completion of a registration form
2. Verification of the date of birth by a review of the birth certificate or baptismal certificate
3. Immunization record
4. Verification of the dates of other sacramental celebrations, if not at St. Agnes/St. Lawrence Parish
5. Verification of custody arrangements in cases in which the parents of the student are divorced. (A copy of the portion of the divorce decree, which verifies custody arrangements, must be provided.)
6. Payment of non-refundable registration fee

## Release of Students from School (4203)

Care should be taken in regard to releasing students

from school. The following precautions should be kept in mind:

1. In all cases when it is necessary to obtain parent/guardian permission to release a student from school, care should be taken to determine that the parent/guardian giving permission has the custodial authority to do so.
2. St. Agnes will take steps to determine if any court restraining orders restrict the rights of either parent/guardian to have contact with the student.
3. Release or early dismissal due to meetings, weather conditions, etc., will be communicated to parents/guardians as soon as the situation is known.
4. Situations which would allow some students to leave school before the time of regular dismissal will be communicated to the office and teacher and explicit written permission for the student to leave, will be obtained. Students will be picked up at the school office.
5. Students will have the written permission of their parents/guardian to participate in a school sponsored field trip. (See Field Trips)
6. Request by telephone or personal messenger for a student to leave school will be carefully checked for authenticity. The person to whom the student is to be released should be identified by the parent/guardian, and this individual should make himself/herself known to school office upon arrival at the school.
7. When it is necessary for a student to leave early with some frequency, the school will obtain written permission from the parent/guardian. This permission should also identify the individual(s) to whom the parent/guardian authorizes the school to release the student.
8. Students will not be sent home or to any other destination off school property for any reason without the knowledge of their parents/guardians.
9. Faculty members will not send students on errands off school premises during the school day for any reason.

### **Release from School Due to Inclement Weather**

In most cases of Inclement Weather, we will have distance learning instead of cancelling classes. Notifications of distance learning or cancellation may be found on our local news stations and a school reach will be sent to all teachers, faculty, families, and volunteers.

If we have school on an inclement weather day and you cannot get your child to school, please notify the school so that your child will be excused for the day.

A late start may occur on inclement weather days. Students are expected to be in attendance by 9:00 a.m. on these days. The school building will be open at 8:00 a.m. for early arrivals. Supervision by adults (administration and teachers) will be available at this time.

Students may also be dismissed early due to inclement weather. If this occurs, a notice will be sent out to parents allowing sufficient time to make arrangements to pick up their children. Supervision by teachers/administration will remain in the building until all students are picked up by a parent or legal guardian.

**Release from School Due to Illness**

A student is permitted to leave the school premises for illness only after the parent/guardian has been contacted by phone. Records containing the names of persons to contact if a parent/guardian cannot be reached are kept on file. Parents/guardians are responsible for providing transportation for the student to leave.

The school administration has the responsibility to send home any student who shows signs of a communicable disease. The student will be readmitted upon written verification from a qualified health care professional that the student is not carrying a disease or that the student’s presence does not constitute a threat to the health of others.

If a child is sent home with a fever, the child must remain home for 24 hours. He/she must be fever free for at least 24 hours without fever reducing medication.

**Dual Enrollment**

Dual enrollment is a method of providing course and programs to a student that the school itself cannot provide due to staffing and/or finances. Missouri state law also allows Catholic school students to be dually enrolled in public schools in order to participate in specialized programs or to receive special education or remedial reading and mathematics services.

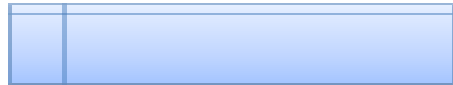
**Rights of Privacy**



St. Agnes School administration and staff will strive to protect the privacy of both its students and their parents. We will follow the protections stated in sections 4402.2 and 4600 of the Archdiocesan Policies Manual. Furthermore we will not share information concerning a student’s behavior or academic progress with anyone apart from the faculty without parental approval. This includes friends and/or relatives of the student. General complimentary remarks about a child are always permissible.

The School will not share the e-mail address, or social security number of a child or their parents.

## **Sacraments**



Sacraments are Parish celebrations and each Parish may choose different preparation programs. Students in grades 2-8 are given the opportunity to receive the Sacrament of Reconciliation during Advent and Lent each year. Questions may be addressed to the Principal.

### **First Confession – Grade 2**

Room parents should contact the teacher one month prior to First Confession. Grade 2 parents supply refreshments for the reception following First Confession. Grade 3 parents will be the hostesses for the reception.

### **First Communion – Grade 2**

The teacher may have a variety of duties for room parents in preparation for First Communion. Room parents should contact the teacher for specifics. Room parents collect money from the students for a corsage for the teacher.

### **Confirmation – Grade 8**

Mass will be held either at the parish church or at the Cathedral Basilica of Saint Louis in the spring of the year. Confirmation candidates are expected to complete a minimum of 35 service hours.

## **School Board**



School Board meetings are normally held once a month at 7:00 p.m. Meeting dates will be published on the school website at the beginning of each school year. All meetings are open to interested parishioners and they are welcomed as observers. Those requesting to speak at the meeting are asked to contact the Board President at least one week before the meeting to be placed on the agenda. The topic and the length of time will be specified.

The School Board is a regulatory body operating educational programs at the St. Agnes Catholic School, subject to such regulations that proceed from the Archbishop of the St. Louis Archdiocese, the Archdiocesan Superintendent of Schools, the Archdiocesan Board of Education, and the State Board of Education. The purpose of the Board is to advise the pastor and assist the administrative team in making plans and policies pertaining to the School.

## **Security**

During school hours, all students will be provided a practical yet vigilant level of protection from persons who may threaten physical harm and from those with no legitimate reason of access to students.

1. ALL outside doors will be locked during school hours with a designated entry for ALL volunteers and visitors.
2. Anyone coming into the building must first come to the office. If they need to go to the classroom or cafeteria, they must sign in as a visitor or volunteer.
3. Only teachers, scheduled volunteers (or replacements), and/or authorized persons will be allowed on the playground at recess.
4. Cameras monitor all entry ways and parking lots.
5. Students are released to authorized individuals only. (Form signed by parents/guardian.)
6. A communication system will be in place to share concerns/observations by authorized recess supervisors. (Walkie-Talkies)
7. All teachers, staff members and parents will be provided education regarding safeguarding our children. (Archdiocesan program – Prevent & Protect STL)
8. A criminal background check will be conducted on all staff, volunteers and visitors whose frequent presence places them in contact with students.
9. Anyone required to register on any sex offender list will be barred from St. Agnes School and from any school-related activity held on or off campus.

### **Drug Abuse/Alcohol, Tobacco, etc.**

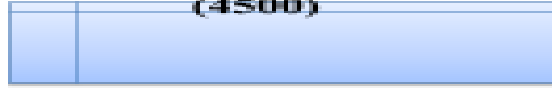
Drugs, alcohol, and/or tobacco will not be tolerated on school grounds or at any St. Agnes School function, including but not limited to: field day, and/or any official activity by students/adults.

### **Child Abuse**

St. Agnes School abides by the state Child Protection and Reformation Act (CRSM0210) that requires school personnel having reasonable cause to believe that a child known to them in their professional capacity may be an abused or neglected child, report to the Missouri Department of Family Services.

## **Student Progress**

(4500)



### **Grading Scale**

The following grading scale will be used at St. Agnes School.

#### **Academic Code (1-8)**

A+	100-97	A	96-93
B+	92-89	B	88-85
C+	84-82	C	81-78
D+	77-74	D	73-70
F	= below 70		

#### **Evaluation Key (K)**

E	Exceptional
S+	More than Satisfactory
S	Satisfactory
S-	Less than Satisfactory
U	Unsatisfactory
I	Incomplete

### **Homework**

Homework provides students with the opportunity to practice and reinforce skills taught during the school day. In addition, homework provides parents with information about what is being taught at school. Homework is the responsibility of the student.

Encouraging even the youngest student to complete homework and return it on time, teaches the child to be responsible. Homework may range from reading with parents, studying spelling words, going over the multiplication tables, or more involved projects which require research.

Teachers have the right to expect homework to be completed and turned in on the date due and that assignments will be done in a neat, orderly way. Students have the right to expect all assignments to be looked at by the teacher and comments and/or a grade given.

If a student fails to turn in or turns in an incomplete assignment, he/she will receive an Incomplete/Missing Assignment Notice and will complete this assignment during his/her recess or after school on the day it is received. This notice, signed by the parent and student, is due on the next school day.

### **Report Cards**

Report cards are issued four times a year, grade one through eighth utilizing an online system. Honor Roll certificates will be presented on Awards Day to the students in Gr. 1 through 8.

### **Promotion**

Students are promoted to the next grade upon satisfactory completion of the required academic work for the current grade level and payment in full of all fees and tuition to date.

<b>Supervision of Students (4402)</b>
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Student safety and supervision is one of our most important concerns. Students will be supervised at school by at least one of the following:

1. the principal/senior volunteer/older students from 7:00 - 7:30am
2. the classroom teacher in the classroom
3. the adult on duty in the cafeteria at lunchtime
4. the teacher or other adult on duty during recess
5. the adult on duty after school while waiting for buses

Extra-curricular activities such as athletics, speech, field trips, etc. will be supervised by teachers/parents/coaches in charge of that particular activity.

Students who arrive before 7:30 a.m. are allowed to sit or stand in the assigned area of school- Grades K-5 will be in the cafeteria. Students should come with a book to read. Grades 6-8 will be in the computer lab which will serve as the Upper-grade lounge.

**LUNCH HOUR:** An adult supervises the primary play area. The teachers supervise the blacktop playground for the rest of the student body. The cafeteria is supervised by the principal or a teacher.

**AFTER SCHOOL BUS DUTY:**

Bus students and waiver students (those whose parents indicate at the beginning of the school year that they will not pick up their student(s) until 3:00-3:15 p.m. at the latest) are supervised by an adult (Teacher's Aide). These students will be given specific places to sit in while waiting to be picked up.

**RESPECT FOR PERSON SUPERVISING**

All children must show respect for the person on duty. We trust that the adult will feel free to correct the children when this is necessary. We also ask the parents to cooperate with the person who supervises. Please do not criticize. If there is a reason for concern, speak to the person in charge of the children at the appointed time. Report any students who are disrespectful or not obeying the rules to their homeroom teacher or the principal.



## Uniform

The St. Agnes Catholic School uniform is important to the overall spirit and sense of discipline of our school. Uniforms help to create a sense of community, equality and school identity. Students demonstrate their commitment to school spirit and community by choosing and wearing uniform items that meet the dress code. It is business attire for those whose vocation is learning. Its hallmark is neatness and modesty.

August, September, October and April/May, weather permitting and with Administrative approval, students may wear uniform navy blue inside pocket, dress shorts with girls wearing uniform blouses and boys wearing light blue polo shirt. November till March/April, students wear navy blue, inside pocket, dress pants/slacks with uniform blouses/shirts along with the St. Agnes sweatshirt. NO CARGO pants allowed at any time.

No facial make-up, nail polish, or costume jewelry (dangling earrings, ankle bracelets, necklaces or numerous rings) will be allowed. Only religious necklaces will be allowed.

Boys are not allowed to wear earrings or other jewelry, excluding a wristwatch and/or religious necklace. Body piercing/tattooing is not permitted for boys or girls. Apple watches and smartwatches are strictly prohibited for all students. A simple plain Fitbit (black/gray/navy) may be worn; however, this device may not have games or additional disruptive features.

Boys' and girls' hair must be neatly groomed, clean and of acceptable length. No dyed or streaked hair, shaved heads, scalp locks, clip-on braids or other unusual haircuts are allowed.

***Students are NOT to wear coats, hoodies, or other non-uniform sweaters/jackets, without permission, in classroom or in church.***

No caps or hats of any kind may be worn inside the school building.

Uniforms are to be free of any kind of contrasting stitching, studs, or other decorations.

### **UNIFORM CODE FOR ALL STUDENTS**

***Uniforms help to create a sense of community, equality and school identity.***

**BLOUSES** – Girls: white or light blue Polo or uniform blouse

**SHIRTS** – Boys: light blue or white polo shirt

- SHOES** – Tied/Velcro, preferably tennis shoes without black soles
- SLACKS** – Navy blue dress slacks
- SHORTS** – Navy blue walking shorts (Neither should be form-fitting)
- SKIRTS/JUMPERS** Plain Navy or St. Agnes Plaid
- SOCKS** – Gray, White, Black, Navy blue - small logos okay -
- TIGHTS/LEGGINGS** - Girls may wear black or navy-blue tights **or** leggings under uniform skirt or jumper
- Wicking ½ Zip** – Only Approved navy blue (plain) pullovers with approved St. Agnes logo on the upper left chest
- SWEATERS** – Navy blue (plain)
- SWEATSHIRTS** – Gray or Navy (plain - no logo)  
Or Gray, Navy, or Carolina Blue w/ some form of approved St. Agnes logo (see below)  
Or Anniversary or Ambassador (**NO HOODIES ALLOWED**). **The red 135 Year Anniversary sweatshirts are permitted.**

When a student is not in compliance with our uniform code, a uniform slip will be given to that student by their homeroom teacher. **Students who receive a uniform slip may not participate in any Spirit Wear or Dress Down Activities for that week.**

August, September, October and April/May, weather permitting and with Administrative approval, students may wear uniform navy blue inside pocket, dress shorts with girls wearing uniform blouses and boys wearing light blue polo shirt. November till March/April, students wear navy blue, inside pocket, dress pants/slacks with uniform blouses/shirts along with the St. Agnes sweatshirt. NO CARGO pants allowed at any time. Look to the school newsletter and school reach for uniform shorts stop and start dates.

**St. Agnes “Spirit Wear”**

(Updated for clarification on 10/1/2022)

St. Agnes “Spirit Wear” is intended to be a way for students and families to show their St. Agnes pride on select “Spirit Wear” School days and for everyday wear. Wearing approved St. Agnes “Spirit Wear” is also a way we market and promote St. Agnes to the surrounding community. *Approved* “Spirit Wear” may be worn on days defined by the principal each school year.

**Approved St. Agnes Apparel Defined**

(Added 1/25/2023)

For St. Agnes logo and Spirit Wear apparel to be considered approved, vendors of St. Agnes apparel must have their logos and designs approved by the St. Agnes marketing committee. **Only approved “Spirit Wear” can be worn in school on St. Agnes Spirit Wear days. All other days, approved uniform apparel must be worn.** St. Agnes asks that vendors of St. Agnes apparel **not** market their product as approved “Spirit Wear,” “logos,” or “Uniforms” unless it has been approved by the St. Agnes Marketing Committee. St. Agnes requires all parents to check the St. Agnes website for a listing of approved Uniform, logos, and “Spirit Wear” apparel. When in doubt, a school family should contact the school office to determine if planned purchases are approved for “Uniform” or “Spirit Wear”. In addition, St. Agnes asks that when a student or family member wears approved St. Agnes “Spirit Wear” in public, they remember they are

representing St. Agnes School and ensure they are representing the virtues and beliefs of St. Agnes School.

### **DRESS DOWN DAYS**

On special days throughout the year the principal will allow students to be out of uniform. Coupons may be given by principal or with principal permission for birthdays and other reward days. Some days are specific as to what students can wear, but in general the following guidelines should be followed for Dress Down Days:

- Students may wear appropriate sleeved tops.
- Students should avoid wearing select team jerseys as this could create a negative culture among students.
- Students may however wear professional team jerseys.
- Only 8th Grade students may wear their high school logo shirts after February 10.
- Students may wear shorts (uniform length), jeans (no holes), or nice slacks.
- Students wearing leggings must realize that these are not pants and should be worn with a dress or long shirt.
- Girls may wear nice blouse/skirts or dresses with comfortable shoes
- No flip flops, Crocs, or open toe/heel shoes.

### **Days without total uniform - Scheduled Out of Uniform Days**

Or any day or guidelines designated by the principal.

<b>Picture Day –</b>	<b>See guidelines above</b>
<b>Halloween –</b>	Holiday tops or Holiday Colors (Purple/Black/Orange/Brown) Pre-K & Kindergarten may bring costumes
<b>Kris Kringle &amp;/or Party Day -</b>	Holiday Tops or Holiday Colors (Red/Green/Purple/Pink)
<b>Valentine’s Day-</b>	Holiday Tops or Holiday Colors (Red/Pink/White)
<b>St. Patrick’s Day –</b>	Holiday Tops or Holiday Colors (Green/White/Gold)
<b>Field Day</b>	Athletic Wear
<b>Catholic Schools’ Week, Red Ribbon Week, Dr. Seuss Days</b>	See Calendar of Events Guidelines in School Newsletter

### **SPIRIT WEAR DAYS**

For Spirit Wear Days students may wear any approved St. Agnes Spirit Wear top-shirt-sweatshirt with Uniform Bottoms. Prayer Partner Activity Days will now be Spirit Wear Days. For Prayer Partner Activity Days student may wear the approved light blue St. Agnes T-Shirt, their approved class T-shirts, or any other approved St. Agnes Spirit wear top. **Students will wear uniform bottoms.**

Revised 10/1/2022

## SPECIAL INSTRUCTIONS GRADES K – 8

### CLASS INTERRUPTIONS

Classes are not to be disturbed at any time during the day. Any messages or deliveries to the students must be made through the office.

### CLASSROOM VISITS/PARENT-TEACHER CONFERENCES

Parents are welcome to visit their child's class during the school year. It is necessary to call in advance. Every parent is given the opportunity to consult with his/her child's teacher(s) at conferences whenever it seems necessary.

### FAMILY VACATIONS

Family vacations during the school year are discouraged. **Teachers are not required to prepare student's work in advance.**

### PARTIES/BIRTHDAYS

Non-School related invitations, whether oral or written, are NOT permitted at school. Only grades K to 4 may bring 1 birthday treat if desired (no drink). This treat is to be for the child's teacher and classroom only. Any snacks brought to school for sharing should be commercially prepared and wrapped. **Homemade treats are not to be brought.**

### PERSONAL POSSESSIONS

Students may not bring items to school such as: electronic games, radios, tape players, toys, card, balls, cellular phones, beepers, etc. Any such items brought to school will be confiscated until the end of the quarter.

### SOLICITING

Non-school related soliciting of students or teachers is not permitted at school.

### SCHOOL IDENTIFICATION

All clothing (sweatshirts, sweaters, coats, caps, gloves), book bags, and classroom supplies must be marked with the child's first and last names. There is no way of identifying unmarked articles that are not recognized by the child.

### HALLOWEEN

Kindergarten students have a costume party from 1:00 p.m. to 2:15 p.m.

### CHRISTMAS

The Christmas party is held on the last day of school before the Christmas Break. Room parents plan games and activities. These games may be for fun only. **It is not necessary to purchase prizes for games.** This is up to the room parents. The PTO does not pay for prizes for the Christmas party. One Christmas favor may be provided at the expense of room parents if they prefer. The treats are to be pre-packed refreshments. Room parents will provide Kool-Aid, napkins, and cups. Room parents are to clean up after the party.

### EIGHTH GRADE TRIP/CLASS FIELD TRIP

Room parents inform the principal and compose a letter to be sent home for parents and students to decide on an education trip. After the destination is decided, it is the room parent's duties to contact places of interest, set up schedules for tours, and obtain advance tickets if necessary. Itineraries must be followed as planned, NO side trips. Room parents must also arrange transportation through a local bus line if deemed necessary. REMINDER: NO ALCOHOL.

### WEATHER

In case of inclement weather, a School Reach message will be sent out. When possible, the notification will also appear on some TV Channels.

### FIELD DAY

Room parents (NO preschool siblings) meet at school before 7:30 a.m. on picnic day. They must bring coolers/boxes to put lunches and ball gloves in. While students are at Church, parents take all the equipment to the K.C. grounds. After Church, (approx. 8:45 a.m.) the students line up and walk to the K.C. grounds. Parents walk along with their class and assist teachers in keeping students in line and moving along smoothly. Room parents organize games and activities for the day. Before leaving the K.C. grounds, room parents and students should check over their area and clean up any trash. Room parents usually leave one car at the grounds where everything is loaded up for the return trip to school. Everyone leaves the K.C. grounds at 2:30 p.m. In the event of inclement weather Field Day activities will be moved inside the school. Dismissal from inside Field Day will occur on the school parking lot.

June/2016