

St. Agnes Parish School
Parent/Student Handbook
2010-2011



Parent Handbook

Mission Statement

St. Agnes Parish School, being a community of faith, see our roles as educators as a shared ministry with parents to provide a solid education steeped in Gospel values. We are dedicated to the spiritual, intellectual, psychological and social development of the whole child.

Statement of Philosophy

With the children of St. Agnes Parish School at the heart of our ministry, the administration, faculty and staff accept the challenge to develop our students in their faith and in their academic achievement. We accept the responsibility to teach and model Catholic Christian morality. We accept the responsibility to shape academically prepared individuals, globally aware and responsible citizens and life- long learners who make a difference in their world.

The St. Agnes School Community provides a safe environment for our students to learn to be people of faith and globally aware, responsible citizens. The educational programs at St. Agnes Parish School are rich in critical thinking and the basics of education. We strive to aid our students in becoming effective communicators. We also encourage our students to be proud of their rich cultural heritage and to appreciate the cultural diversity of their world.

WASC/WCEA Accreditation

Currently, St. Agnes Parish School is fully accredited until June, 2015.

Organization

The organizational structure of St. Agnes School is as follows:

The Pastor

The pastor is ex officio the chief administrative officer of the parish school. He implements the policies of the Catholic School Board in the parish school and, on points not covered by archdiocesan policy, he determines policies consistent with Board policy and appropriate to the needs of the school. The pastor has administrative, personnel, finance, and spiritual responsibilities in relation to the school.

The Principal

The principal, as delegate of the pastor has immediate responsibility for implementing the philosophy of the school in its regular operation.

The principal's responsibility is threefold:

1. Administering the entire school program
2. Supervising the staff and the instructional program
3. Relating with the parents, the parish and the general public.

The Vice Principal

The role of the vice principal is to assist the principal in fulfilling his/her many responsibilities. The vice principal acts as administrator in the absence of the principal, making decisions necessary for the smooth operation of the school.

The School Chaplin

The role of the School Chaplin is to see to the pastoral and sacramental needs of the St. Agnes School Community.

The Development Director

The principal and development director work together to ensure the financial stability of the school. The development director researches and writes proposals for grants, oversees fundraising activities, and works with the development board among other duties. The development director is an integral part of the school staff.

The Religion Coordinator

The principal and the religion coordinator are ultimately responsible to proclaim the Gospel message, to further the faith community, to organize worship experiences, to provide service opportunities, and to implement archdiocesan policies and guidelines.

Professional Staff (Classroom Teachers)

The following is stated in *The Catholic School*, a document of the

American Bishops:

The achievement of the specific aim of the Catholic school is not so much on the subject matter or methodology as on the people who work there. The extent to which the Christian message is transmitted through education depends to a very great extent on the teachers. The integration of culture is mediated by the other integration of faith and life in the person of the teacher.

The nobility of the task to which teachers are called demands that, in imitation of Christ, the only teacher, they reveal the Christian message not only by word, but also by every gesture of their behavior. This is what makes the difference between a school whose education is permeated by the Christian spirit and one in which religion is only regarded as an academic subject like any other. (#43)

School Secretary

The school secretary is responsible to the principal for the efficient operation of the school office and for the performance of all the secretarial, clerical and receptionist duties related to the principal's office.

Bookkeeper

The bookkeeper is responsible to the principal to assist him/her in the implementation of the school's fiscal operation. Sound business practices is a fundamental of good stewardship, as it relates to school finances, and must include the most stringent, ethical, legal, and fiscal standards.

Custodian

The custodian is responsible to the principal for the daily operation and maintenance of the building(s). The custodian maintains the school plant in a safe, clean, and attractive condition.

Classroom Assistants

The tasks assigned to classroom assistants depends on the need of the individual classroom and teacher. The classroom assistant helps the teacher effectively meet the needs of his/her students.

School Personnel 2010-2011 School Year

Administration

Pastor: Fr. John Franck

School Chaplin: Father Steve Dos Santos

Principal: Mr. Kevin Dempsey

Vice Principal: Mrs. Salazar (8th Grade)

Professional Staff

Ms. Anastacia Scott, Kindergarten

Ms. Sandra Benitez, 1st Grade

Ms. Megan Rice, 2nd Grade

Ms. Monica Garcia, 3rd Grade

Mrs. Leonida Alcazar, 4th Grade

Mrs. Gabriela Jacome 5th Grade

Ms. Marian Quiroz 6th Grade Homeroom

Ms. Deanna Gonzalez, 7th Grade Homeroom

Ms. Mrs. Janie Gonzalez-Salazar, 8th Grade Homeroom

Mrs. Sally Duran-Ramos, P.E. and Librarian

Support Staff:

Mrs. Ana Rodriguez, Administrative Assistant

Mr. Rod Rossato, Bookkeeper

Ms. Hilda Solarzano, Office helper

Mr. Ricardo Martinez, Custodian

Ms. Liseth, Cazares, St. Agnes School Extended Day Care

Mrs. Salome Solis, Classroom assistant

Student Learning Expectations

St. Agnes students are:

Committed Catholic Christians who:

- Demonstrate an understanding of faith, spiritual values, and can model the same
- Have a basic understanding of Catholic dogma
- Participate in the parish and school community through prayer, worship, reception of the sacraments and service
- Practice a personal prayer life
- defend and stand up for what is morally right
- show respect for self, life, family and others
- serve as positive role models
- demonstrate a sense of fair play

Academically Prepared Individuals who:

- have a solid foundation in the basic subjects
- are able to listen and follow instructions
- utilize technology appropriately
- are able to do research
- are creative and critical thinkers
- are able to think and work independently and collaboratively
- can communicate effectively and in writing

Globally Aware Citizens who:

- recognize and respect our multi-cultural society
- are cognizant of world affairs and current events

Life Long Learners who:

- have a love of reading outside the classroom
- have self motivating interests in writing effectively

Admissions, Attendance & General Policies

Admissions Policy

The pastor and the principal are responsible for determining the admission of students to St. Agnes Parish School. No student shall be denied admission because of race, color, national and/or ethnic origin. St. Agnes Parish School abides by the non-discrimination policy of the Archdiocese of Los Angeles.

1. Admission preference is given to active members of the Parish
2. Applicants with siblings attending St. Agnes School are given priority
3. Testing is part of the admission procedure.

Absence and Tardiness

After an absence from school, parents are required to send a written explanation for the absence that includes the date and the parent signature. This will be kept by the classroom teacher for the duration of the school year. Calling the office in the morning of the absence of your child is mandatory. This keeps the school office informed as to your child's well being.

Students need to ask for any assignments and/or any communication that might have been sent home the day of the absence. Vacations and medical appointments should be made out of school time. Taking children out of school for extended family vacations MAY result in retention of the child. Parents are required to see the Principal before any extended vacation is planned.

School hours are from 8:00am until 3:00 pm (exceptions during the first days of school and weekly faculty meeting days). The school calendar will state other exceptions. Students will be marked tardy if they are not in their desks by 8:00am. Parents are expected to write a note or make a call explaining the tardy. Students who have an excessive tardy record MAY be considered for retention. Students that arrive late must report to the main office for attendance cards. It is suggested that students arrive at least 10 minutes early in order to be ready for class.

Parent Involvement in the Parent-Teacher Group

The Parent-Teacher Group exists to support the mission of St. Agnes School through fundraising and creating a climate of Catholic-Christian Fellowship. In addition, the PTG fosters leadership in the parent community. Also the PTG supports the classroom teachers. The PTG includes all the parents and the faculty of St. Agnes Parish School.

Meetings are generally held once a month. All are welcome at the meetings. There are no elected officers. Leaders are invited to serve as such by the administration of the school. These leaders in turn try to identify leaders throughout the parish community. Potentially every parent can be a leader in the school.

During the school year there will be a total of 2 **mandatory** religion meetings for the parents taking place during the seasons of Advent and Lent. These meetings are designed as vehicles for evangelization. It is imperative that all parents attend these meetings. There will be a monetary fine for non-attendance of these meetings.

Vehicles for Communication

A newsletter is sent home on a weekly basis. Parents are contractually obligated to read this communication. The school also maintains a website where news and important information can be accessed. If a problem arises at school, parents will be contacted immediately via telephone. Teachers are available to parents both formally and informally via conferences. The principal is available to parents via telephone calls and set appointments, as well as informal drop-in appointments. The Pastor is also available via scheduled appointments at the rectory. Business hours for the school office are 8:00am-4:00pm.

Non-discrimination policy

St. Agnes School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students in this school.

St. Agnes School does no discrimination on the basis of race, color, or national and/or ethnic origin in the administration of educational policies and practices.

Likewise, St. Agnes School does not discriminate against any applicant for employment on the basis of sex, age, handicap, veteran status, race, color, or national and/or ethnic origin.

Arrival and Dismissal Procedures

Students may arrive on campus at 7:00am. The school yard will be supervised at that time. Once a student is dropped off or enters the campus, that student may NOT leave the campus (i.e. go to Jack-in-the-Box for breakfast). Students who do will be punished. At the end of the day students MUST be picked up from school no later than 20 minutes after the end of the day. Children who are not picked up after school will be sent to Day Care and parents will be charged the drop-in rate. Students and parents who do not comply with this rule will be referred to the Principal.

Closed Campus

St. Agnes is a "Closed Campus". All gates will be closed soon after the start of the school day. The entrance on Dana Street is the only way one may gain access to the school. This is done using an intercom system at the steel hollow door.

Students are under no circumstances allowed to leave the school grounds once they enter the school grounds for the day. Students who choose to ignore this rule may be suspended.

Parents who wish to have their children leave school grounds must file a permission slip with the school office. Students will not be allowed to leave the school grounds without an adult. Students may not leave campus for lunch.

Emergency Cards

Each family must have on file an emergency card that notes the necessary information such as allergies and special medications. Also, the names of four local persons who can be contacted in the event that neither parent can be reached must be listed. If there are changes in this information (address, employment, phone numbers, etc.) please notify the office in writing.

Emergency cards must be kept up to date. Please note that emergency cards must be turned in by the first Friday of the first week of school. If they are not, children will be sent home until the cards are turned in.

Release of Students

Students will only be released to those who are designated on the emergency cards. Parents or those picking up children are to stop in the office to fill out a student release slip and present it to the student's teacher.

Access to records

The Principal, only, as custodian of records, authorizes the release of personal information about students. Access to records may include not only oral descriptions by the authorized school official, but also permission to read the original record. Official transcripts are not given to students or parents.

Only the following may receive such information:

- A parent/guardian of the student, unless a court determines otherwise.
- An officer of a school where the pupil attends, has attended, or intends to enroll.
- Those so authorized in compliance with a court order.
- An officer of the United States, the state, the city, or the county seeking information in the course of duty.
- An officer of a guidance or welfare agency of which the student is a client. When the school releases student record information to any of the above, other than a parent or legal guardian, a reasonable effort will be made to inform the said parent/guardian of such release.

Work Permits

No minor may work without a permit. Under certain conditions work permits are granted to students. Student work permits may be obtained from the Work Experience Office.

Before signing a work permit for a student, the principal shall:

- Verify the information entered on the permit by the parents/guardians
- Examine the student's records and consult the teacher for a record of satisfactory academic achievement so far.

Transfer of records

Whenever a pupil transfers from one school district to another, or to a private school, or transfers from a private school to a school district within the state, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former district or private school on request from the district or private school where the student intends to enroll.

Hot Lunch Program

A free or reduced price breakfast and lunch is available to the students of St. Agnes School. Each year parents are requested to complete an eligibility form if they wish to participate. This form must be returned to the office promptly. Parents will be notified when the hot lunch program begins. While there is not hot lunch program, students are required to bring their own lunches.

Lunch and Recess

Students are given a lunch period and a lunch recess each day. Parents are encouraged NOT to bring FAST FOOD for their child for lunch. A nutritious snack is suggested for morning recess.

Action and attitude of parent/guardian

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts classwork or extracurricular activities or involves substantial disorder is guilty of a MISDEMEANOR.

Any parent/guardian or other family member who upbraids, insults, or abuses the principal or any teacher or employee of the school is risking their children's continuation in the school. This also applies to the spreading of rumors or malicious gossip involving the faculty, children, parents, staff or administration of St. Agnes School.

Any parent/guardian, or other person who insults or abuses the principal or any other teacher in the presence of other school personnel, students, or parents and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to the school premises or some other place if the principal or teacher is required to be at such other place in connection with assigned school activities, risks the continuation of their child in the school.

Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

Verbal/Written Confidences

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

Pupil Pregnancy

The primary purpose of Catholic Education is to guide our students' growth in Christian values and moral conduct. It stresses that the body is the temple of the Holy Spirit and the sanctity of human life is enhanced through a fulfillment of God's plan as expressed by a loving and permanent commitment. Premarital sexual activities are contrary to these values.

However, when pregnancy occurs outside marriage, the total school community should seek to offer support to a pregnant student and/or the student father so that the pregnancy can be brought to term. The reality of the situation, in all of its dimensions, will be treated in a Christian manner.

St. Agnes School will assist a pregnant student in continuing her education in an alternative program. The duration the pregnant student remains in St. Agnes will be determined by the Pastor and the Principal

Abortion

The teaching of the Catholic Church is clear regarding the inviolable right of life of all human beings, the reverence for and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion.

Abortion, which disregards innocent human life, is incompatible with and contrary to the fundamental teachings of the Church, the mission of St. Agnes School, and the values that ought to permeate Catholic education. Catholic teaching does not accept that anyone must justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already wide network of prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be dismissed from St. Agnes School. Furthermore, if any student's parent/guardian coerces and/or assists in the procurement of an abortion for his/her daughter or any other student, that parent/guardian's son or daughter may also be dismissed.

HIV/AIDS

Infection with HIV in and of itself is not a reason to exclude a student from St. Agnes School. However, alternative educational arrangements may be made for infected students whose behavior has been shown to be a danger to others.

Students infected by HIV are entitled to all rights and services accorded other students. Decisions about any changes in the educational program of a student infected with HIV shall be made on a case by case basis. The decision making process shall include the pastor, principal, and medical caregivers. Any decision will take into account Christian concern and compassion, community health and well being, and individual privacy and needs.

INCLUSION PROCEDURES

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)".

Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

Child abuse reporting policy

The California Penal Code requires that any employee of the school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident to a child protective agency immediately by phone. Persons who are required by law to report child abuse or neglect are not liable either for civil or criminal prosecution for reporting child abuse or neglect.

Medication

No Student shall be given medication during the school hours except on the written request from a physician licensed to practice medicine in the state of California. Said physician must have the responsibility for the medical management of the student. All requests must be signed by the parent or guardian. NO medication should be carried to school by the student and/or kept in the classroom or desk of the student. All medications must be brought to the office until needed. Should a student require medication for a long term health problem, parents need to inform the office and the teacher of the medication requirements.

Illness/accident

If a student becomes ill at school the parent will be called to pick the student up. It is important to note that children who appear sick or have a fever in the morning should NOT be brought to school that day. Also, students who come to school with contagious conditions such as conjunctivitis (pink eye) or head lice will be sent home immediately.

If an accident occurs during the course of the school day, appropriate measures will be taken including contacting emergency personnel and parents as the situation deems.

Lost and Found

There is a "lost and found" box in the school office. Please check there if there is a lost item. This box is emptied on occasion.

Academics

Curriculum offerings

The basic curriculum prescribed by the Archdiocese of Los Angeles, beginning in kindergarten and continuing through eighth grade includes the following:

- Religion
- Reading
- Language
- Spelling
- Handwriting
- Computer literacy
- Science
- Social Studies
- Health and safety/Physical education
- Art/Music

Religion is taught formally as a subject and integrated throughout the entire curriculum.

Family Life education is intended to provide a comprehensive view of human development and behavior, personal relationships, and management of resources. The purpose of formalized family life education is to inculcate Catholic values, virtues and attitudes that relate the current family life of the student. Contrary to past years, there is no longer a need for parental authorization for a student to be exposed to the family life curriculum.

The *Good Touch/Bad Touch* Program mandated by the United States Conference of Catholic Bishops is also taught at all grade levels. Parental notification will be sent home when this curriculum is begun.

Graduation Requirements

In order to graduate a student must have completely and successfully completed the eighth grade curriculum. If a student has failed one or more of the subjects taught in grade eight, he or she may NOT graduate with his/her class. The student will not be passed into ninth grade and the student will NOT repeat grade eight at St. Agnes School.

Academic probation

A student may be put on academic probation for unsatisfactory grades in one or more of his/her major subjects. Academic probation means that the student will not be able to participate in extra curricular activities during the designated probation period.

Testing and assessment

St. Agnes School utilizes the Iowa Test of Basic Skills (ITBS) as its standardized testing instrument. These tests are given in grades two through eight. Also grades five and eight take the Assessment of Catholic Religious Education (ACRE). ITBS scores remain as part of the student's cumulative record.

Homework

Homework given at St. Agnes School is used as reinforcement or practice of what is taught in the classroom. It is also used to foster habits of independent study. Homework is NOT used as a punitive measure or as busy work. All homework will be evaluated by the instructor and will be used as a measure of grading. The following is a suggested homework schedule

K: $\frac{1}{2}$ hour a night

Grades 1 & 2: 1 hour/night

Grades 3-5: 1.5-2 hours/night

Grades 6-8: 2-3 hours/night

It is the policy of St. Agnes School to give homework over weekends and vacation periods.

Grading

St. Agnes School follows the grading policy of the Archdiocese of Los Angeles. Grades are consistent throughout the school.

Here is the grading scale:

A = Superior 93-100

B+	90-92
B=	Above average 87-89
B-	85-86
C+	80-84
C	Average 75-79
C-	Lower than average 70-74
D	65-69
F	Unsatisfactory 64 or below

The teacher of the course determines the grade each student receives in any course of study. Except in the case clerical or mechanical error, fraud, bad faith, or incompetence, the determination of the grade is final.

Retention policy

The decision to promote a student to the next grade or to retain him/her in the present grade shall be based on a consideration of the overall welfare of the student, i.e. made by carefully weighing academic, emotional, and social factors. In most cases, parents will be notified of retention before the end of the third academic quarter.

Honors and awards

Academic honors are given out at the end of the academic quarter. These honors include, but are not limited to "Honor Roll" and Citizenship Awards. A student may not receive an academic honor if his or her conduct grade is not acceptable. At the end of the year, students who excel in individual subjects are honored at an awards assembly.

Field Trips

Field trips are planned to supplement and enrich the curriculum. They **MUST** have an educational or cultural value to warrant the use of school time. These trips are supervised by teachers and volunteer parents. Each student must have a field trip permission slip signed only by a parent or legal guardian in order to participate in the field trip. Field Trips are **NOT** optional.

Summer School

Summer school is not offered every year. When it is, St. Agnes offers a Summer Program consisting of remedial reading and math with an integration

of Religion. Students entering grade eight are given the opportunity to take summer classes to help them prepare for the High School Entrance examination taken in February. Summer school is NOT mandatory for any grade level; however some students are highly encouraged to take advantage of the remedial time.

TUTORING

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.

All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events

COUNSELING POLICY

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;

- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

Internet and technology use

Guidelines For Use Of Electronic Communication Systems and Devices

The following guidelines apply to all electronic communications systems which include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, the Intranet, the Internet and the World Wide Web, and to electronic communication devices of any kind (for example, phones, computers, audio and video equipment, and iPods, MP3 players, wireless devices), including those students bring with them from home to school.

Parents are required to explain these policies to their child/ren, including primary grade students. By signing this document, parents and students are agreeing to abide by the guidelines and policies listed below.

Guidelines for Use of School Computers, Related Electronic Communications Systems and Other Electronic Communication Devices:

- All school electronic communication devices, all school computers and related electronic communication systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Students may only use the system at school under the direct supervision of a staff member. During school hours while on school premises, students may not use any electronic communications devices that they bring from home without direct approval of a staff member and under direct supervision of a staff member.
- Where pertinent and approved, students may create e-mail messages on school computers for posting on school approved sites. However, caution must be exercised in doing so because the contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software.

Immediately report any viruses, tampering, or other system breaches to the principal.

- If approved by the principal, students may create personal web pages on the school's computer system for posting on approved sites. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school.
- Students and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for continually supervising or monitoring every communication and Internet session for every student.

Students using school computers and/or related electronic communications systems and/or electronic communication devices may not:

- Violate any school conduct or educational rules.
- Engage in conduct that does not accord with the teachings of the Roman Catholic Church.
- Post personal contact information about self or others without specific teacher oversight. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, etc.
- Agree to meet with someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Use obscene, defamatory, disruptive or threatening language.
- Harass, insult or attack others.
- Send comments or images that would offend a reasonable person or organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- Engage in any other illegal act, such as the pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film,

or arranging for the purchase or sale of any drugs, alcohol, or regulated substances and goods.

- **Employ the network for commercial and/or or political lobbying purposes.**
- **Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or illegal, improper discrimination towards others.**
- **Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on other's folders, work or files.**
- **Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.**
- **Alter, without authorization, the start up screen or the desktop, or download applications that will subvert these functions.**
- **Introduce a virus, attempt to breach system security or tamper with the school's computer system.**
- **Re-post a message that was sent privately without permission of the person who sent the message.**
- **Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.**
- **Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).**
- **Students may not use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or that would violate FCC rules or policies.**
- **Use computer systems for the design, development, distribution or storage of any works of programming or software unless explicitly permitted by the school staff.**

Guidelines for Use of Computers or Personal Electronic Communication Devices:

We expect our parents to be equal stakeholders in the implementation of our computer and technology system policies by monitoring their child's Internet access and electronic use outside of school in a manner supportive of the school's policies. Inappropriate electronic communications among students outside of school or in school using personal electronic devices, may subject the student to disciplinary action.

Students may not:

- Threaten the safety or reputation of the school, its staff or students.**
- Post personal contact information about other school personnel, teachers, or students. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, photos, email addresses, cell phone numbers, etc.**
- Use obscene, defamatory, disruptive language toward or about any school personnel, teachers or students.**
- Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers, or students.**
- Send comments, text or images to school personnel, teachers, or students that would be considered offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.**
- Damage, alter, disrupt or gain unauthorized access to school computers or school systems; e.g. use others' passwords, trespass on other's folders, work or files.**
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.**

Consequences for violating any of the above guidelines:

- **Suspension or permanent loss of access.**
- **Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion.**
- **Involvement of law enforcement agencies.**

Parent Conduct

- **Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school.**
- **Posting inappropriate comments about the school, its personnel or students, on the web and via emails does not constitute following the appropriate chain of communication.**
- **The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.**

Extra-curricular activities

St. Agnes School offers a wide variety of extra-curricular activities. To participate in these activities students must maintain a grade point of 2.0. Students who fall below this average will be asked to drop out of the activity.

CYO Sports

Boys Flag Football: grades 4 through 8

Girls Volleyball: grades 6-8

Girls Basketball: Grades 4-8

Girls Softball: Grades 4-8

Boys and Girls Basketball: Grades 4-8

Cheerleading: Grades 3-8

Track: Grades 3-8

Academic Decathlon

Boys and Girls, Grades 7 and 8

Altar Servers

Boys and Girls, Grades 4-8

Service Projects

All grades

Student Council

Grades 6-8: Elected officers

Grades 3-8: Class representatives

USC After School Sports Connection

Boys and Girls, Grades 3-5

USC Musical Outreach

Grades 2-6

Finance

Tuition and Fees

St. Agnes School is a non profit institution that runs solely on the support of the school community and a yearly Archdiocesan subsidy.

The subsidy provided by the Archdiocese of Los Angeles allows EVERY student in St. Agnes School to receive a "scholarship

Tuition and Fee Collection

Tuition is paid through First Financial Bank's SMART program as specified by your contract. All other fees and fines will be collected in the school office. The school office does NOT plan to assume the responsibility of sending "reminders" for delinquent accounts. If an account goes into serious arrears, it jeopardizes your child's place in St. Agnes School. Please avoid the consequences of retaining graduation privileges and dismissal from school by paying tuition and fees when they become due.

A fee of \$20 will be charged for checks returned by the bank as Non-sufficient funds. Refunds for tuition and registration are only given on the approval of the principal.

If you are having temporary financial problems that prevent you from making prompt payments, please inform the principal. Financial obligations cannot be waived.

Tuition Assistance

There are forms of tuition assistance provided by the Archdiocese, Children's Scholarship Fund, and internal sources. These options can be discussed with the principal in private.

Parent service and fundraising

All payment options, including Kindergarten are required to participate in the following school fundraising events: Family Day and Spring Picnic, two dances and/or picnics per year as decided by the administration.

Additionally, families are required to provide 45 hours of parent service as listed on the enrollment contract.

Student Insurance

The student accident program is provided for all students throughout the Archdiocese of Los Angeles. Parents are expected to request an insurance form when a child has sustained an injury at school or during an after school activity sponsored by the school. The premium rate is included in the registration fee. A letter explaining the benefits is in the family envelope the first week of school. Additional insurance may be purchased.

Discipline

The student's interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, the differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus, that is consistent with the Christian principles of St. Agnes School. These principles include, but are not limited to, any policies, principles, or procedures set forth in this handbook.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of St. Agnes School. These principals include, but are not limited to any policy or procedures set forth in this handbook.

These Christian principles include but are not limited to the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of St. Agnes School.
- Students and parents/guardians may respectively express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, threatening, hostile, or divisive.
- These expectations for student and parents/guardians include but are not limited to, all school-sponsored events or programs (e.g. athletic games, field trips, etc)

The school reserves the right to determine in its discretion, when conduct is of such a severe nature, as to warrant immediate action without warning and or without an intermediate step short of withdrawal.

Discipline at St. Agnes School is to be considered an aspect of moral guidance and not a form of punishment.

Rules, regulations and consequences

So that every student understands their teacher's expectations, class rules are formulated at the beginning of each school year. Consequences for failing to follow classroom and/or school rules are explained and discussed with the students. The classroom teacher is expected to keep order and handle discipline problems in accordance with the regulations of the Archdiocese of Los Angeles. Also, the classroom teacher may revise his or her classroom rules at any time. He or she is expected to communicate these changes to the parent.

Frequent infractions of the rules and disruption of class progress are not tolerated and must be punished. If after repeated corrections and guidance, there is no improvement, the principal will be informed. The principal will meet with the student and, if necessary, a discipline notice will be given to the student. That notice **MUST** be signed by a parent or guardian and will be kept in the student's permanent record. Parents will be called in as necessary to meet with the teachers and/or the principal. Parents will be informed of classroom rules and consequences at the Back-To- School night meeting.

Suspension and expulsion are last resorts and will take place after all other means of discipline are tried.

Reasons for expulsion are, but not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Habitual profanity or vulgarity.
- Assault, battery or any threat of force of violence directed toward student personnel
- Bullying or harassing school personnel or other students.
- Open persistent defiance of the authority of the teacher.
- Continued willful disobedience.
- Use, sale, or possession of narcotics, drugs, or any other controlled substance.

- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises.
- Smoking or having tobacco.
- Stealing.
- Forging signatures
- Willful cutting, defacing, or otherwise injuring in any way property, real or personal belonging to the school.
- Habitual truancy
- Possession of weapons (e.g. knives, guns, etc.) or materials that can be used as weapons.
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity.
- Actions in our out of school which are detrimental to the school's reputation.
- Violation of the Computer Network User policies and guidelines.
- Inappropriate conduct or behavior unbecoming a student in a Catholic school.

Any of the reasons listed for expulsion with mitigating circumstances are adequate cause for suspension of a student.

Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

Reporting of Expulsions

- All expulsions even if they occur at the end of the year, are to be reported by telephone to the elementary supervisor at the Department of Catholic Schools within twenty-four hours. The written report, Notice of Dismissal, should be mailed promptly to the elementary supervisor.
- The attendance office of the local public school district shall be notified immediately of expulsions. A copy of the *Cumulative Student Record* should be held until requested.

SCHOOL SEARCHES

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a **reasonable suspicion** that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness will be present.

Students do not own their desks or other school property. Desks are made available to the student by the school. The student does have some expectation of privacy in his/her desk from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is

violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's desk, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

In the event that any items belonging to a student are confiscated, the principal will document that fact and, when possible, take a photograph of the place where the confiscated object was found and of the object itself. The school will obtain a signature from the student acknowledging that the item was in his or her possession at the time it was found.

Home Study

Circumstances which may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, etc. outside school hours so that grades may be reported.

Harassment Policy

St. Agnes School is committed to provide a learning environment that is free from harassment in any form. Harassment of any student by any other student, lay employee, religious or priest is prohibited. St. Agnes School will treat allegations of harassments seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

A charge of harassment shall not, in and of itself create the presumption of wrongdoing. However, substantial acts of harassment will result in disciplinary action up to and including dismissal. Students found have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating because of the race, creed, color, national origin, physical disability, or sex.

Harassment can occur during school or during school related activities. It includes, but is not limited to, any of the following:

Verbal Harassment: Derogatory comments and jokes; threatening words spoken to another person.

Physical Harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual Harassment: Derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings and gestures.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when any or all of the following occurs:

- Submission to such conduct is made either explicit or implicitly a term or condition of a student's academic status or progress.
- Submission to or rejection of such conduct by a student is used as the basis of academic decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile, or offensive educational environment.

- Specific examples of sexual harassment include but are not limited to:
 - a. Making unsolicited sexual advances and propositions; using sexually degrading words to describe an individual's body.

- b. Displaying sexually suggestive objects or pictures.
- c. Telling inappropriate or sexually related jokes.
- d. Making reprisals, threats of reprisals, or implied threats of reprisals following negative response to sexual advances.

It is the responsibility of St. Agnes School to:

- Implement this policy through regular meetings with all administrators, including the pastor, ensuring that they understand the policy and its importance.
- Make all faculty, staff, student, and parents aware of this policy and the commitment of the school toward its strict enforcement.
- Remain watchful for conditions that create or may lead to a hostile offensive school environment.
- Establish practices designed to create a school environment free from discrimination or harassments.

It is the student's responsibilities to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating or harassing.
- Consider immediately informing anyone harassing him/her that the behavior is offensive and unwelcome.
- Report all incidences of discrimination or harassment to the principal.
- Discontinue any actions perceived as discriminatory, intimidating or harassing.

Complaint filing and investigating procedures

The following procedures must be followed for filing and investigating harassment claims:

Filing a Claim

- The student may first choose to tell the individual causing the harassment that his/her behavior is offensive and must stop.
- If the objectionable behavior does not cease immediately, the student must report the harassment to the principal, or to the elementary supervisor if the principal is the subject of the allegation.

- Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same sex administrator if he/she prefers to do so.
- The student alleging the harassment will be asked to complete a formal written complaint. The claim will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

Investigating a Claim

- The investigation will include a meeting with the person alleged to have harassed, sharing with that person the nature of the allegation as well as the name of the person bringing the allegations.
- If appropriate, the alleged harasser will be placed on administrative leave during the course of the investigation
- Once the facts of the case have been gathered, the principal, in consultation with the elementary supervisor and pastor, will decide what, if any disciplinary action is warranted.
- The disciplinary action will relate to the nature, context, and seriousness of the harassment and can include actions up to and including immediate termination or dismissal.
- If the complaint is against a non-employee or a non-student such as a parent, parishioner, volunteer, or vendor, St. Agnes School will take steps within its power to investigate and eliminate the problem.

Bullying

Bullying is the habitual harassing and intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening words spoken to another person.

Bullying is a form of harassment which typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, and stealing, that are initiated by one or more students against a victim or victims.

In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of

bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Bullying is a form of harassment and may result in serious disciplinary action up to and including expulsion. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians and students.

ARCHDIOCESE OF LOS ANGELES "ZERO TOLERANCE POLICY"

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and
- May not volunteer in any "non-ministerial" activity or event where he/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH

Each school and religious education program must establish an ongoing safe environment training program for the children at its site. Home-based materials must be provided to all parents to help them understand and support their children's education regarding child sexual abuse. The approved programs include **Good-Touch/Bad-Touch®** and **VIRTUS® Teaching Touching Safety (Mandated September 1, 2006)**.

Good-Touch/Bad-Touch® is being implemented in Grades K-9 in Catholic elementary schools throughout the Archdiocese of Los Angeles. The

program is designed to be age-appropriate, to support children in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel unsafe.

VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give children and young people the tools they need to protect themselves from those who might harm them.

The Archdiocesan Office of Safeguard the Children will work with principals at the schools and Directors of Religious Education in the parishes to establish these programs. During the 2007-2008 year, training is expected to reach most of the children in the Archdiocese of Los Angeles. Questions concerning this program can be forwarded to Sister Mary Elizabeth Galt, B.V.M., Chancellor, Coordinator of Children's Programs at 213 637 7460.

GUIDELINES FOR ADULTS INTERACTING WITH MINORS AT PARISH OR PARISH SCHOOL ACTIVITIES OR EVENTS

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations. **Please review the following guidelines and sign the "Acknowledgment of Receipt" for the file at the parish or parish school where you work or volunteer.**

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as "restricted individuals" because they are not adults and are not independent.
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately.

- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power.
- Staff members/faculty/volunteers must avoid assuming the role of a "father or mother figure" which may create an excessive emotional attachment for all parties.
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful.
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only.
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors.
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities.
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them.
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows.
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others.
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff

- members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian.
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors.
 - Parent/guardian written permission is required for the publication of a picture of a minor.
 - Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not these requirements.

Dress Code

PARENT RESPONSIBILITY FOR STUDENT DRESS

Parents and students are expected to cooperate with the uniform code. If there is a disagreement about acceptable appearance at school, the principal will make the final decision.

Issues relating to dress or appearance of a student that are not specifically mentioned in the parent/student handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal.

Free dress is a privilege granted to students at different times during the year. Free dress clothing must be neat and modest. Parents are responsible to ensure that students are dressed in a manner suitable for a Catholic school student.

If a student frequently offends against normal standards of dress, grooming, or hygiene, and has been corrected in this regard, the cooperation of parents shall be sought to correct the problem.

Lack of improvement in personal appearance is grounds for the suspension of a student during that school day. The school may also reserve the right to require that parents bring an appropriate change of clothes to school, if a student is inappropriately dressed. The principal will make the final decision.

Students are required to be in uniform everyday unless informed otherwise. If the student does not conform to the uniform regulations, parents are expected to write a note explaining the reason why the student is out of uniform. Please note that exceptions made for one child are very difficult to explain to other children. Students will receive a uniform violation notice if they are out of uniform without a written excuse. If the infraction is severe, students will be sent home.

Free dress is a privilege granted on special occasions during the school year. Free dress clothing must be clean, neat and modest. Parents are responsible to ensure that students are dressed in a manner suitable for Catholic school students.

The official St. Agnes School uniform is as follows:

Boys

Clothes

- Must wear a black belt with standard buckle ONLY.
- Red collar/polo shirts MUST have logo. NO white polo.
- Dark blue pants only. Proper fit.
- 7th - 8th grade wears a navy blue tie.
- Must wear red cardigan, sweater, or vest for Masses.
- Blue pants or blue walking shorts.

Shoes & Socks

- Only white socks must go above the ankle.
- Tennis shoes must be tied correctly above the tongue of the shoe.
- Tennis shoes must have lace or velcro.
- Tennis shoes must be black and white only. No pattern.

Hair & Grooming

- Hair must be clean cut.
- No shaved heads - no crew cuts shorter than a 2 guard.
- No spiked or colored hair.
- Hair must not fall into eyes.
- Hair must be above the collar.

- Clean shaven.

Girls

K - 4

Jumper & Skirt

- Jumper/skirt must be no shorter than 1" above the knee.
- Jumper: peter pan collar or red collar.
- NO white polo.

Pants

- Kaki pants, kaki walking shorts with a red school polo, peter pan collar.
- Kaki pants **MUST** be twill material.
- Kaki pants may not be tapered. **MUST** be "uniform type" pants.
- Kaki pants **MUST** be at full length. No caprice or pedal pushers.
- White tights **ONLY**.
- Plain black belt with a standard buckle must be worn with kaki pants or kaki walking shorts.

Hair

Hair must be neatly pulled back with hair out of the face.

If hair is shoulder length, wear a head band. If it is longer, it should be pulled back.

5 - 8

Skirt & Skort

- White dress shirt.
- No peter pan collar. **ONLY** white Oxford collar shirt.
- 7th - 8th grade girls wear a red tie with white-collar shirt.
- Must wear a red vest or a red cardigan with a white-collar shirt underneath.

Pants

- Kaki pants **MUST** be twill material.
- Kaki pants may not be tapered. **MUST** be "uniform type" pants.
- Kaki pants **MUST** be at full length. No caprice or pedal pushers.

Jewelry

Girls

- Earring must be worn on the lobe.
- Only one pair of stud earrings - NO hoops or dangly earrings.
- Earrings only for girls.

Boys and girls

- ONE bracelet only.
- ONE ring only.
- ONE necklace of religious nature.
- NO tattoos (real or fake).
- Absolutely NO nail polish.
- NO make-up.

Other Rules

In severe weather, plain white t-shirts may be worn underneath aside from the short sleeve shirt.

Under shirts must be a plain white shirt. No logo.

Outerwear Policy

- During severe weather, students may wear a solid red or navy blue jacket with no designs or logos.
- Since there is no official St. Agnes jacket for severe weather, students may wear a solid red or blue jacket with no logos or designs.

P.E. Uniform

- Both shirts, shorts, and sweat pants **MUST** have a school logo.
- Tennis shoes must be white and black.
- All uniforms must be free of holes.

Free Dress

- Your free dress clothing may cover everything that your uniform covers.
- NO tapered (skinny) jeans.
- NO basketball shorts.

Shirts and blouses must be tucked in at all times, no excessively oversize shirts, blouses, pants, sweaters, or jackets are allowed. Hats of any kind are prohibited. Uniforms need to be maintained and in good repair at all times.

Eighth graders may receive special uniform privileges during the course of the year.

Ultimately, parents are responsible for the way the students present themselves each day. Please help your child conform to the St. Agnes Dress Code.

Electronic Devices and Cell Phones

Electronic devices such as portable CD players, portable video games, laptop computers, Palm Pilots, etc. may not be brought to school. If a student chooses to do so and is caught with it, the device will be confiscated and held for safe keeping in the principal's office until the end of the school year or until a parent comes to get it.

Cell phones will be turned in at the beginning of the day and kept locked up by the teacher. Cell phones may NOT be used prior to school but may be used after 3:15 to call parents for pick-up information. If a student is found to have or use a cell phone during the course of the school day, it will be confiscated and handed over to the principal for a period of no less than 3 weeks, possibly more for repeat infractions

Student Threats

The administration of St. Agnes School will take seriously all threats to inflict harm to self or other. The school will respond to any statement or behaviors of a threatening nature to students, staff or parents, be they verbal, written, or a gesture. If students or parents become aware of a threat, the administration should be notified immediately.

Final Statement

Right to Amend

The principal reserves the right to amend this handbook during the school year. Parents will be notified if changes are made.

Waiver of Policies

The principal, in consultation with the pastor, is the final recourse in all disciplinary matters, and can, in just cause, at his discretion, waive any disciplinary regulation.

St. Agnes School

Memo

**To: Mr. Dempsey, Principal of St. Agnes
Parish School**

**I have received and read the St. Agnes Parish
School Parent/Student Handbook for the
2010-2011 Academic School Year.**

**Yo he recibido y leído el Manual de Guías
para Padres y Estudiantes de la Escuela
Parroquial Santa Ines de 2010-2011.**

Parent/Guardian Signature

Oldest Student's Name and Grade

Date

