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MISSION STATEMENT

Our mission is to give each child a strong sense of self-worth through an ability in the basic academic skills, and a sense of being a child of God as a part of our faith-centered community.

Saint Agnes School is a small Catholic school educating students of all denominations ages three through fifth grade. The faith-centered community of the school emphasizes the internalization of Christian values into a student's life. The core of the academic program is language arts and mathematics integrated with science, social studies, religion, and the arts. The large field, on which the school is situated, is a unique space for physical education classes, for outdoor study, and for daily physical and imaginative play. Teachers and staff view each child as a distinctive person with individual talents to be developed and enriched. Parental involvement is a vital part of this school community.

Thus, our mission is to give our students a strong sense of self-worth through an ability in the basic academic skills, a sense of being a child of God as a part of a faith-centered community, and through the development of their physical and creative skills so they can successfully continue in other academic communities.

GOALS

LOVE OF SELF :

The children will know and feel they are lovable.

LOVE OF NEIGHBOR:

1. The children will be encouraged to develop a sensitivity for others to accept one another as brothers and sisters in Christ.
2. By their loving response to the needs of others, our students will become sharing, caring, respectful, and compassionate, sympathetic individuals.
3. The ultimate goal will be the witnessing of the love of God in the family and in the community.

LOVE OF GOD:

1. The children will grow in faith and prayer by being introduced to the scriptures through instruction, by being involved in Liturgies, and by private prayer.
2. The children will learn to see God the Father as a loving, forgiving Father of us all; to see Jesus as a brother and friend; and to see the Holy Spirit as the presence of God in us.

PHILOSOPHY OF SAINT AGNES SCHOOL

The concern of the Faculty of Saint Agnes School is to implement the commandments of love of God and of neighbor after Christ's example and to do this in as an authentic way as possible. Our aim is to develop students of integrity and openness who are motivated by the spirit of God. Through its curriculum, Saint Agnes School strives to develop a true sense of value, an appreciation of truth, respect for the dignity of all, and personal acceptance of civic and social responsibility, especially concerning justice and peace. It is the responsibility of the school, in cooperation with the home and society, to help the children build a concrete foundation of knowledge on which present action and all future achievement will be based. We believe that in order to carry out this philosophy of concern, there must be a solid foundation in the useful arts of Mathematics and Science; in the Language Arts of Reading, Spelling, Writing, and English; in the fine arts of Music and Art; and in Social Studies. With the belief that one functions best in a free and secure society, we strive in all our endeavors to permeate our teachings with the principles of Christianity and of democracy, which in turn teach love, respect, and responsibility.

HISTORY OF SAINT AGNES SCHOOL

The history of the school dates back to 1924 when a combined church and school building was erected on the corner of 50th Street and MacCorkle Avenue, with Reverend William Lee as Pastor. The school was staffed by two Sisters of Saint Joseph. The enrollment that first year was 65 students. In 1939 an addition enlarged the school with one additional Sister of Saint Joseph joining the staff. In 1955, the first lay teacher, Mary Hacala, was hired. A new parish plant was built on 49th Street by Reverend Lawrence Gallager. In 1958, the staff increased to eight consisting of both Sisters and lay teachers, and in 1959 the school reached its highest peak of enrollment with 237 students. The Seventh and Eighth Grades were closed in 1970 following a study of the Catholic School System in Kanawha Valley by West Virginia University. Reverend Edward Sadie was pastor at this time. In 1981 the kindergarten was opened for half-day sessions. All day kindergarten began in 1994. A child care program was begun in 1986 to accommodate working parents. A Preschool 4-year-old program was begun in September 1989.

The school has had a First Class Certification by Kanawha County Board of Education and the State of West Virginia since 1974. The school is also accredited by the North Central Accreditation (NCA).

A new addition to school was built in 1994-1995 consisting of library, gym/parish hall, administrative offices and daycare. The dedication ceremony was held September 17, 1995. In 1995 the Preschool Program expanded to a program for 3-year-old, 3 times a week. The Middle School Program was opened with Grades 6 and 7 in 1996 with Grade 8 added in 1997. The Middle School Program was discontinued in June of 2008.

Saint Agnes School observed its 75th Anniversary during the 1999-2000 school year with various activities and the burial of a time capsule containing selected artifacts representing our school and way of life. The burial site is located at the corner of the original building near the brick walk and is noticeable with its gray marker designating the re-opening of the time capsule in 25 years. Enrollment increased yearly as the 80th Anniversary approached for 2004-2005. During the

Anniversary Year, a new playground and a brick walk at the main entrance, the *Walk of Fame Leading to an Excellent Education*, were built. New windows in the 1954 building were installed to cap off the 80th Anniversary. In the following three years, a number of improvements were made to the Kitchen/Cafeteria, and to upgrade the fire safety of the “old wing.” During 2007-2008, a walking track was added to the playground, 22 wireless laptop computers were purchased for use by the upper grades, as well as 24 microscopes and two “Smart Boards.” Additional Smart Boards have been purchased for the current school year.

SCHOOL STAFF

Pastor	Rev. John P. McDonough	925-2836
Principal	Mrs. Theresa O’Leary	925-4341
Secretary	Mrs. Mary Pesetsky	“
Maintenance	Mr. John Elswick	“
After School Care Coordinator	Mrs. Connie Jones	“
Development Coordinator	Mrs. Mia Moran-Cooper	“

FACULTY

Preschool - 3 & 4 Year Olds

Team Teachers

Mrs. Angie Bukovinsky & Mrs. Donna Michael

Kindergarten

Teacher

Mrs. Mickey Miller

Aide

Ms. Sonji Byers

Grade 1

Mrs. Sherry Gilmore

Grade 2

Mrs. Anne Davis

Grade 3

Mrs. Andrea McCune

Grade 4

Mrs. Amy Pauley

Grade 5

Mrs. Sara Krason

Art

Mrs. Margaret Arabia

Foreign Language (Spanish)

Mrs. Derlis Matheus

Music/Computer

Mrs. Nancy McLaughlin

Library

Mrs. Lisa Hayes

Physical Education

Mr. Jonathan Veazey

System Administrator/Web Master

Mrs. Tami Reed

The faculty home phone numbers are not published. Calls to the home are **NOT ACCEPTABLE**. A teacher can be reached by calling the school and leaving a message or sending a note and then the teacher will contact you.

Kitchen

Manager: Roxanna Miller **Assistant:** Helen King

DAILY SCHEDULES

DAILY SCHEDULE FOR K - 5

7:30 AM	School Opens for Students
8:10 AM	First Bell
8:15 AM	School Begins
11:20 AM	Lunch – Grades K-1-2
12:00 PM	Lunch - Grades 3-4-5
2:50 PM	Dismissal

DAILY SCHEDULE FOR PRESCHOOL

Preschool-4	8:15 - 11:00 (5 days)
Preschool-3	12:50 - 2:50 (3 days, usually M-W-F)

AFTER SCHOOL CARE

3:10 – 6:00	Daily
12:00 – 6:00	On noon dismissal days

Cost: \$2.00 per ½ hour, which includes snacks and lunch on noon dismissal days.

SAINT AGNES DAYCARE PROGRAM

Director	Mrs. Pat Fot
Phone: 925-4579	

7:30 A.M. - 6:00 P.M.

Details in the Child Care Handbook

FINANCIAL POLICIES

1. The policy of pre-paid tuition for Saint Agnes School requires that the parents (guardians) pay the tuition in full or make arrangements for participation in the FACTS Tuition Management Program on or before June 15. For later admissions, **tuition is due upon acceptance into the school.**
2. **The FACTS Tuition Management Program** is available for part or all of the tuition and fees. For a \$38.00 set-up fee, automatic monthly payments can be debited from a bank account designated by the parents. (This information is private and inaccessible by the school.)

3. Tuition Refund
 - A. Students leaving school **before** school begins will receive 100% of the tuition less a \$100.00 administrative fee.

 - B. Students leaving school **after** school begins will be charged on a monthly basis. (One day's attendance in a month constitutes a monthly charge.) A refund will be pro-rated, less a \$100.00 administrative cost.
4. Billing

Billing for tuition fees and lunch and ASC charges will be sent out monthly from the church office. A consolidated invoice will include lunch and ASC charges, and these may be paid with **one check**. Payments received will be applied to past-due accounts first. You are encouraged to **prepay** lunch so that funds will be available to pay the vendors.
5. End-of-Year Outstanding Accounts

Report Cards, Records, and Transcripts will not be issued to any parent/school so long as there is an outstanding account balance - Lunch Accounts, Library Fines, After School Care Fees - or if any school property has not been returned
6. Re-enrollment for the next school year will not be permitted if there is an outstanding account.
7. A schedule of the tuition and fees for the current school year is included as Appendix 1.

PARENT INVOLVEMENT

There is no question that parent involvement represents an exceptionally powerful way of making schools more effective, and of dramatically enriching children's experiences.

Educational researcher Herbert Walberg points out that 12 years of 180 six-hour days in school add up to only 13% of a student's waking, learning time during the first 18 years of life. The rest, 87%, is spent out of school, primarily at home.

-Source: Herbert Walberg, "Families as Partners in Educational Productivity," Phi Delta Kappan, Vol. 65, No. 6

So, in addition to financial support, each family is **EXPECTED** to participate in activities at Saint Agnes School. It is important to realize that parental involvement is the life-blood of our small school. It is requested that each parent find the activity that best suits you and then get involved.

It is also requested that each family participate in the *Fund for Excellence* (a fund raising effort to enhance teacher salaries). See *The Fund for Excellence* page for more explanation. This gives the opportunity for parents to show support to the faculty. Additional fund raising activities include Carnival, P.T.O., SCRIP, etc. We invite you to get involved.

Opportunities for volunteering include homeroom mothers, playground supervisors, lunch assistants, drivers, library helpers, Read-Aloud, and Hospitality Committee.

Volunteering is satisfying. You meet other parents; you may learn new skills; and you will get a good feeling from knowing you have done something important. **Please remember, that all volunteers must first have completed the *Virtus Program*.** (See DWC.org for details.)

Please help us help your child. Be a person who makes a difference. **Be a Volunteer. Get Involved.**

"Nothing is particularly hard if you divide it into small jobs."

--Henry Ford--

PTO

The Parent Teacher Organization works entirely for the purpose of the children and the good of the school. All activities are geared for involvement by all the families, not just for fund-raising but also for the comradery it provides. Each family is asked to pay \$50.00 in dues to the PTO. Five dollars of the dues supports the gym and the remainder is used for programs to benefit the children: e.g., the carnival, ice cream social, awards and the school picnic. The PTO also helps with yearly school improvements. Dues should be paid via check made out to the PTO. These may be sent to the school via backpack mail. **DO NOT INCLUDE anything else with this payment. These MUST BE SEPARATE from other payments!**

President	Mrs. Susan Shumate
Vice-President	Mrs. Jill Bentz
Treasurer	Mrs. Tish Chafin
Secretary	Mrs. Melissa Hunt
Homeroom Coordinator	Mrs. Terri Moore Imani

DEVELOPMENT PROGRAM

The role of the Development Program at Saint Agnes School is to raise money for school upgrades and improvements, as well as to contribute to the Saint Agnes Endowment Fund. Through a volunteer Development Council and a part-time Director, the Development Office initiates major fundraising activities, capital campaigns, grants acquisitions, alumni relations, school marketing and publicity, and other potential third-party income opportunities. The Development program also manages the school SCRIP program and co-administers the Fund for Excellence, which supplements teacher salaries. The Development Office coordinates with the



Saint Agnes PTO as well as the Saint Agnes Parish and the Office of Stewardship and Development of the Diocese of Wheeling-Charleston.

What is the **FUND FOR EXCELLENCE**?

The *FUND FOR EXCELLENCE* is a fund committed to attracting and maintaining an outstanding faculty. All contributions to the *FUND FOR EXCELLENCE* are used to supplement the teachers' salaries.

FOR THE WELFARE OF OUR CHILDREN, IT IS ESSENTIAL TO SUPPORT WHAT REALLY COUNTS IN EDUCATION --- A DEDICATED FACULTY.

All contributions are tax deductible.

There is complete information available in the Fund for Excellence pamphlet.

Further inquiries may be directed to:

Co-Chairperson	Laura Patterson
Co-Chairperson	Jennifer Harmon
Principal	Sister Judith Ann Teufel, C.S.J.
Pastor	Father John McDonough

TECHNOLOGY

Technology Goals & Objectives

Technology is one of many tools that can be used to achieve a school's mission. The Saint Agnes Technology Committee believes that technological innovations present students, teachers and our school community with a powerful means to achieve our school mission. The committee's purpose is to provide our school community with the very best technological tools available.

The committee believes that technology can support the core academic program by:

- * Increasing access to data and information
- * Promoting learning of all skills ranging from basic skills and content to higher level thinking skills
- * Facilitating individual and collaborative learning
- * Promoting curriculum integration

* Promoting adult, parent, and community learning, communication, and involvement

All students, K-5, have a computer course weekly. There are “Smart Boards” throughout the school, as well as wireless laptops for use by the upper elementary students.

Technology Committee members include:

Principal:	Mrs. Theresa O’Leary
Faculty:	Mrs. Anne Davis
Parent:	Mr. Kent Reed
Systems Administrator:	Mrs. Tami Reed

POLICY ON ENROLLMENT FOR THE COMING YEAR

1. Registration for present school families including enrollment of new siblings - January - preceding Catholic Schools Week.
2. Registration for parish families new to the school - February -due date: February 15.
3. Registration for all other families in the community - February 16 to March 1.
(Registration information will be available in the school office and will be accepted on a first-come-first-served basis.)
4. After March 1st, registration is accepted depending on space availability.



The rules and regulations contained in this handbook are applicable for all students who attend Saint Agnes School. The areas pertaining to specific grade levels will be noted.

POLICY ON DISCIPLINE AND CONDUCT

It is the desire of Saint Agnes School that each child will be so involved in learning that discipline problems will be minimal. However, it does become necessary at times to discipline individuals in order to provide other students with the best atmosphere for learning. Ordinary discipline is taken care of by the classroom teacher, usually by verbal reprimand or withdrawal of privileges.

Corporal punishment is not acceptable at Saint Agnes School.

Discipline is considered an aspect of moral guidance and not simply a form of punishment.

Discipline, for the child, is the practice of the virtue of obedience to authority, of self-denial, of charity and thoughtfulness of others.

In order to insure good discipline the following policies have been adopted:

1. No student or group of students will be permitted to disrupt the academic program in any classroom.
2. No student or group of students may defy the authority of the principal or teachers by refusing to cooperate with a reasonable directive or rule.
3. No student or group of students may harm the person or damage the property of other students, personnel, or the school plant.
4. **SCHOOL IS A PRIVILEGE AND NOT A RIGHT! This privilege may be forfeited by any student who does not abide by its standards and regulations. A two-month period of time might be given to make a change from the time of the first conference with parents, teacher, and/or Principal depending on the issue.**

Major disciplinary problems are referred to the Principal. If she feels it is necessary, the parents may be called in for a conference regarding the behavior of the child. If further disciplinary action is required, it will be taken at the discretion of the principal. **Students unable to abide by established school behavior guidelines are subject to dismissal from Saint Agnes.**

It is our desire at all times to work closely with parents in helping to form their children. In the area of discipline this close communication is essential. We cannot work against each other if we intend to get positive results.

Any new student to Saint Agnes is on probation for one full school year.

Assertive Discipline Plan

Assertive discipline is being used at Saint Agnes School by all the teachers. It is based upon the reality of potential, positive influence that teachers can have on the behavior of their students. This approach guarantees that the children will have the excellent learning climate they deserve both in and out of the classroom and that the children will behave in the best interest of all.

Each teacher sends home her Classroom Plan.

Below are the Guidelines for the School-Wide Plan:

Guidelines for School-Wide Discipline Plan for Out-Of-Class, Halls, Cafeteria & Playground:

Behavior Rules:

1. Follow directions

2. Quiet in halls and walk at all times.
3. Stay in assigned areas
4. No fighting
5. Use equipment appropriately
6. Total respect for adult(s) in charge of area

If A Student Chooses To Break A Rule:

A student may be assigned a silent lunch or lose playground privileges at the discretion of the teacher. For Grades 3, 4, & 5, deductions will be made for conduct points. The accumulation of sufficient conduct will result in loss of additional privileges according to the policy of each teacher.

Lunch time or recess detention may be assigned for incomplete homework or class work.

Conduct Grades for Grades 3, 4, & 5

Each student will begin a marking period with 100 conduct points. Deductions will be made when the student violates the conduct code. The student's grade will be determined by the number of points lost during a marking period. A student may lose up to five (5) points for the following:

- Misconduct in classrooms, halls, lunchroom, outside, or any other area that is considered school property;
- Chewing gum in any area that is considered school property;
- Disrespect for school property or the property of others;
- Disrespectful behavior toward other students, faculty, staff, or any person involved with the school (including volunteers and visitors);
- Teasing, hitting, kicking, pushing another student;
- Vulgar language, profanity;
- Out-of-uniform in any fashion, including shirt or blouse untucked;
- Conduct unbecoming a Catholic school student;
- Excessive tardies to class;
- Writing, passing, receiving, reading student notes;
- Writing, drawing, or marking on skin.

A student is encouraged to ask teachers about the number of points lost. This must be done at an appropriate time, not during class. Information about the student's progress or lack of progress in conduct will be sent home with the mid-nine weeks Progress Reports. Participation in class/field trips will be determined by reviewing the student's behavior record. Other consequences may ensue. Each teacher will offer positive incentives for those students with only a few conduct points. Students and parents will be regularly updated on the behavior record. Contracts may be established with those students who have experienced difficulty following rules.

Severe Clause:

The student committing a severe infraction will ***IMMEDIATELY*** be sent to the **PRINCIPAL**.

Guidelines for Detention for Grades 3-4-5

1. Grades 3-4-5 have classroom rules in effect. These guidelines are explained to both

parents and students at the beginning of school. Failure to comply with these rules will result in consequences in each classroom.

2. A student can receive detention these ways:
 - a. When the behavior is deemed serious enough, such as, inflicting physical harm or for aggressive behavior, and warrants more than a loss of ten points on the conduct grade.
 - b. When a student accumulates 10 points during a marking period.
 - c. For the 4th infraction of a classroom rule.
3. Parents will be notified of the detention so that arrangements can be made in writing for transportation (for which parents are responsible). Detention slips will be sent home with the student. Slips must be signed by parents and returned to the school. **NO EXCEPTIONS MADE!!!**
4. If a student fails to report for detention, the student will have two (2) detentions.
5. Students may also be assigned to serve Lunch Detention because of incomplete homework or class assignments.

ILLEGAL SUBSTANCES POLICY

Alcohol and other drugs are not permitted at any school function. Diocesan Policy for Catholic schools 5512 states:

Any student who possesses, uses, or is under the influence of any authorized controlled substance or alcohol in school, on school property or during attendance at school-related events will be liable to corrective action by any authorized school official. "Unauthorized controlled substances" are defined by the Uniform Controlled Substance Act, West Virginia Code, Chapter 60A-1-101 through 60A-6-605. This policy also applies to facsimiles purported to be controlled substances.

Under all circumstances, the student's parents or guardians will be notified. If necessary, emergency medical personnel will also be notified.

DEADLY WEAPONS POLICY

The Diocesan Policy for Catholic Schools 5513 states:

Any instrument which is designed to be used to produce serious bodily injury or death, or is readily adaptable to such use shall not by any person be brought onto or otherwise permitted on the property of the schools or any other property under the jurisdiction of the Diocese of Wheeling-Charleston nor shall any such instrument be brought onto or otherwise permitted on any premises where school functions are being conducted which are under the jurisdiction of the Diocese of Wheeling-Charleston. Deadly weapons shall include but not be limited to those instruments defined in the West Virginia Code, Chapter 61, Article 7, Section 2 as a blackjack, gravity knife, knife, switchblade knife, nunchuka, metallic or false knuckles, pistol, revolver, or other deadly weapon of like kind or character which may be easily concealed on or about the person or any other type of firearm of any type or description.

Violation of this policy may result in automatic expulsion.

ACADEMIC POLICY

Saint Agnes School meets or exceeds the state and diocesan requirements for the number of instructional minutes per day. Students are motivated to achieve their potentials in all areas.

Grading Scale

A	100 - 93	+ next to a letter means the highest number ONLY
B	92 - 85	- next to a letter means the lowest number ONLY
C	84 - 77	e.g. A+ = 100; B+ = 92; A- = 93; B- = 85
D	76 - 69	
F	68 or below	

Homework:

The type and amount of homework varies according to the grade level and the nature of the subject. In the lower grades, homework usually consists of drills and word lists to study --an extension of the work covered in school. In the upper grades, more detailed homework is required in the main subjects. At all times, teachers try to give assignments that are meaningful, useful to the student, and appropriate for all students. *Parents are asked to cooperate with teachers in seeing that homework is completed and brought to school.*

If homework is not turned in on the day it is due, the student receives a zero. It is the responsibility of the child to do the work and turn it in regardless of the zero or it will be counted as an incomplete. If a student is absent due to illness, assignments can be picked up at the end of the school day by calling the office or sending a note to the student's teacher. For absences longer than a day, assignments will be prepared to be sent home.

Make-Up Work:

If a student has been absent, any assignments which were assigned before his/her absence and were due during the absence are due the first day he/she is back. Any assignments assigned during an absence will be given an extension in due date equal to the number of days missed. Make-up work will be assigned on the day the student returns to school. The extension is calculated from the date on which the assignment is given and will not exceed 5 days. **Assignments will not be given early.**

Violations:

A standard of academic honesty applies to all classes in the area of test taking, citing of references, cooperative work by students, etc.

Serious violations include flagrant plagiarism; duplication of another person's research papers; cheating on a test by copying answers from a source brought into the room; providing test answers to another student prior to or during a test; obtaining test answers from a student who previously completed a test; theft or tampering with another student's work, including by computer; and looking at another student's paper during a test.

Such violations automatically result in: 1) A zero for the particular test or assignment; 2) Notification of parents; and, 3) Notification of the principal who will decide on other appropriate disciplinary actions.

PROCEDURE TO FOLLOW REGARDING COMPLAINTS

1. The individual teacher who is directly involved will be the first contact made by the parents. It is felt if this contact is made in a fair-minded manner, the overwhelming majority of complaints can be settled satisfactorily at this level.
2. If, after consultation with the individual teacher, the parents feel as though the issue has not been settled, their next step is to request an appointment with the school principal. This appointment will not be granted until the principal has had an opportunity to confer with the individual teacher, so she may have the issue firmly in mind while speaking with the parents.
3. If the issue has not been settled at this point, a written request for an appointment with the Pastor should be made, describing the issue as understood by the parent. Again, the appointment will not be granted until the Pastor has conferred with the school principal.

All parents should be aware of this procedure, and in the event of a complaint be prepared to follow the outlined steps.

All school officials are urged to adopt an encouraging and friendly attitude toward any parents lodging a complaint, and to deal with complaints with minimum delay.

UNIFORM CODE

There is a strict uniform code for all students K-5. Pre-school children are not required to wear uniforms but should be dressed cleanly and neatly.

Pre-School: Shoes **MUST HAVE** backs and closed toes. No sandals or flip-flops. Wooden-soled shoes are not permitted. Remember that children have recess every day, and should be dressed appropriately.

K-5: The complete uniform code for students in grades K-5 will be found as Appendix 2.

PROCEDURE POLICIES

ATTENDANCE:

Regular school attendance is vital to the academic program. Regular school attendance and punctuality develop self-discipline and responsibility and are directly related to a student's success.

Absences: An absence is defined as any absence from class, except those for school - sponsored events involving the entire school or a grade level. Any student that arrives at school a ½ day late, or leaves school a ½ day early is considered absent for a ½ day.

Excused Absences

- a. Any doctor/dentist appointment that causes the student to be a ½ day or more late.
- b. Death in immediate family.
- c. Illness verified by parents or guardians to 8 days per semester. After 8 days total, or 3 consecutive days, a doctor's verification is needed.
- d. Verified legal or religious obligations.
- e. School approved curricular or extracurricular activities.
- f. One family trip with two weeks prior approval.

A student must be in good academic standing to get approval for a family trip.

With an approved trip, students will be allowed to make up work, but days absent do count in total allowable absences of (8) eight. No family trips will be approved during the first two weeks or during the last two weeks of school.

If possible, please notify the student's teacher, in writing prior to the absence. See page 16 for the policy on make-up work following absences.

Unexcused Absences: All other absences are unexcused and subject to appropriate disciplinary action. It is the policy of both the Diocesan Catholic Schools' Office and the public schools that a WRITTEN note from the parents stating the reason for a child's absence be given to the teacher upon student's return to school.

All pupils who are absent should be reported to the **OFFICE** either by **PHONE** (by 8:30 – leave a message if necessary) or a sibling on the first morning of their absence. If notification is not received, all efforts will be made to contact the parents to determine the reason for the absence.

Tardiness: A student shall be considered tardy when he/she arrives **late to the classroom** after the 8:15 (second) bell. Students arriving late will go directly to the OFFICE to obtain a tardy slip to present to the teacher. A doctor/dentist appointment will be excused **only** with a note from the doctor/dentist's office.

If more than five (5) unexcused tardies occur within a nine-week period, the parents may be requested to come in for a conference with the principal or the student may be required to

attend an after-school detention session. Any student who arrives at school ½ day or more late is considered absent for ½ day.

There will be a uniform holiday on the 1st Tuesday of each month to reward students with zero (0) tardies.

Early Departure: Early departure is any time that a student receives permission to leave school before the end of the last instructional period of the school day. Students are expected to attend school the full day. Three (3) unexcused early departures from any one class will count as one school absence. Any student who leaves school a ½ day early is considered absent for a ½ day. **A note from the parent requesting early departure for an appointment must be presented to the teacher first thing in the morning. The note will be subject to verification. The person picking up the child must sign the child out at the office. The office will then send for the child. The parent is not permitted to go to the classroom to pick up the child.**

BACKPACKS:

All students may use backpacks. Parents should encourage their children to carry only necessary books and supplies in their backpacks and to use both straps to avoid back problems. Wheeled backpacks may be used. The wheels must be non-marking. Wheeled backpacks must be carried up and down stairs.

CLOSING OF SCHOOL:

When snow or ice create dangerous conditions, local radio and TV stations will list information specific to local Catholic schools. St. Agnes **WILL NO LONGER FOLLOW KANAWHA COUNTY SCHOOL REGARDING WEATHER-RELATED PROCEDURES.** Local radio and TV stations will carry announcements **SPECIFIC TO SAINT AGNES SCHOOL regarding delays and closures. PLEASE DO NOT CALL** the School or Rectory. This procedure includes a one- or two-hour delay. If there is a two-hour delay, Preschool 4-year olds do not have class.

Saint Agnes School WILL NOT CLOSE:

- ✓ When Kanawha County announces EARLY DISMISSAL that is weather related.
- ✓ For conditions of FLOODING, including early dismissal.

If there is an unusual circumstance for closing, parents will be called.

Days when there is early dismissal or the school is closed are listed on the school calendar. If there is a change, a note will be sent home.

Check the web site for information regarding closing of school, www.stagneswv.org.

ELECTRONICS AND OTHER “GADGETS”:

CD players, Gameboys, I-Pods, role-playing cards, and similar distractions are not permitted to be used during school hours. They may be used in After School Care when permitted by the After School Care Coordinator (usually on Friday afternoons). Students are not permitted to use cell phones during school hours. **Any of the above MUST be kept in the student’s backpack. If visible, the phone, game, etc. will be confiscated and kept in the office until a parent picks it up.**

FIELD TRIPS:

Field trips are planned with an instructional objective in mind. **Permission on the Diocesan-approved form** must be provided by a parent or guardian prior to the trip. This is a requirement of the Diocese. **Permission by telephone is not acceptable.** Parent volunteers are used for driving. To be eligible to drive, the parent **MUST HAVE ATTENDED VIRTUS TRAINING.** Teachers **will not** drive. If there is an insufficient number of drivers, the **trip will be canceled.** Parents are to be responsible chaperones for the students. The **PURCHASE OF FOOD, DRINKS, OR OTHER ITEMS ARE NOT PERMITTED TO OR FROM AN ACTIVITY unless specifically mentioned in the field trip plans.** **If a student fails to return the permission slip at the assigned time, that student will not go on the field trip.**

HEALTH:

A team of registered nurses from Kanawha County will visit the school on a periodic basis to assure that all health records are up to date. This may involve periodic screening of children.

Children with severe colds, coughs, temperature or other signs of illness should not be sent to school. If a child shows severe symptoms in school, he or she will be sent home. A child must be fever-free, vomit-free, diarrhea-free for **24 HOURS WITHOUT THE AID OF MEDICATION** before returning to school. See the *Medical Policies of Saint Agnes School* for more specific information.

Required: All children entering school for the first time shall have been immunized against DPT, at least 4 doses, one dose after the 4th birthday; Polio, at least 3 doses, one dose after the 4th birthday; MMR (Measles, Mumps, and Rubella), at least 2 doses; Varicella (Chicken-pox), at least 2 doses; Hepatitis B, at least 3 doses. Students moving in from out of state must also have a TB test.

Dispensing Medication: A student requiring the use of prescribed or non-prescription medication (including cough drops) during school hours must have a signed medical authorization form on file from the parent or guardian. It is only under these circumstances and within the outlined guidelines on the form that medication may be distributed by the secretary. Dispensing of medication outside these guidelines is strictly forbidden. See the *Medical Policies of Saint Agnes School* for more specific information.

- Juice Break Beverages (K-5) \$0.50
- Pre-School Beverages \$0.50

One beverage is included with lunch. An extra lunch beverage, or a beverage for juice break (Pre-School-5) is \$0.50. No outside beverages are to be brought in for K-5 juice break.

Parents and students should decide the number of meals they will be eating and **PREPAY** for them. Pre-school parents should pre-pay for juice break, at the rate of \$2.50 a week for Pre-4s or \$1.50 a week for Pre-3s. Prepayments should be made on a weekly or monthly basis, or through a lump sum that will be debited. Students will be charged for all lunches, juice break beverages, and extra beverages **ORDERED**. If a child has ordered a lunch and is absent, adjustments will be made.

A consolidated invoice will be sent to parents monthly. This will include lunch and ASC charges, and these may be paid with **one check**. Payments received will be applied to past-due accounts first. You are encouraged to **prepay** lunch so that funds will be available to pay the vendors.

Parents may check their children out for lunch if the teacher is notified via written note that morning. **NO STUDENT** is permitted to go anywhere for lunch without written permission from a parent and approved by the Principal. The student must be signed in and out when leaving and returning. Please remember that the child may be missing recess if taken out of the school for lunch.

Parents may occasionally visit with the student for lunch. Please notify the teacher by written note if visiting and/or eating.

ONLY food ordered from the Hot Lunch Program or lunches brought from home are to be eaten during the lunch period. **BRINGING IN FAST FOOD IS PROHIBITED**. Soft drinks are NEVER permitted.

On days with a noon dismissal, lunch will be provided for students staying for After School Care.

MESSAGES TO STUDENTS:

As a general rule, students are not allowed to receive messages while at school; however, **in an emergency**, leave the message at the office. **NO CLASS is to be interrupted to bring a lunch, gym clothes, a book, a message etc. to a student.** By leaving it in the office, the secretary can deliver it to the student when it is convenient.

RECESS:

There will be recess after lunch everyday. This will be outside, weather permitting. Children need to be dressed appropriately for outside play, including appropriate shoes and **OUTER-WARE**.

REPORTING SYSTEM:

Report Cards are issued every nine weeks. Parents come to school for Parent-Teacher Conferences at the end of the First and Second nine week periods. Different forms of reporting are used for the different grade levels. No one type of report card tells the whole story of the achievement of a student, thus, the importance of the Parent-Teacher Conference. Parents may request a conference at any time or a teacher may do so. It is important that appointments be set up for this. ***DO NOT EXPECT TO TALK TO A TEACHER BEFORE or AFTER SCHOOL UNLESS IT HAS BEEN PREVIOUSLY SCHEDULED. This is a planning period time.*** Progress reports are sent between reporting periods if needed. The final report card will be mailed home. If parents want to schedule a conference with a teacher, please send a note to the teacher or call the office to request a conference.

SCHOOL ARRIVAL:

Parents have no need to accompany their child into school. Children should be dropped off at the **FRONT** entrance.

Preschool children attending the Child Development Center will be escorted between class and the Child Development Center.

Pre-4 - Grade 5 students go directly to the gym. (The first few days, the Pre-4 parents may take the child directly to the classroom, after 8:00 a.m., if needed.) Pre-3 students will be taken directly to their classroom by the parents/caregiver/Child Development Center. Pre-3 parents going directly to the classroom may bring their children in via the side door by the office.

The school will be open for students by 7:30. Any student arriving before 7:45 should wait in the cafeteria.

SCHOOL DISMISSAL:

Dismissal will be at the **FRONT** entrance except for Pre-3 students who will exit out of the side door by the office. Children in K-5 will go to the gym at dismissal time. Each family will be issued a placard with the family name on it that is to be visible on the passenger side window or visor. As you drive to the front entrance, an adult will announce the name to an adult in the gym. The children of that family will then get in the car. **If there is no visible placard, you will be required to park in a designated space and come into the school to get your children.**

We will assume that anyone with a family placard has your permission to pick up your children. Parents should notify the school by written note at the beginning of the school day if anyone other than the parent(s) will be picking up the child. During the school year, the school

MUST BE NOTIFIED OF ANY CHANGES IN ROUTINE. This may be done through a written note to the teacher; through a Fax to the school, or a phone call, prior to 2:00 p.m.

No one will be allowed to leave the gym to walk to Staunton Avenue or the “Rock.” Only those students who are the “true walkers” will be permitted to leave the gym without an adult waiting for them. Walkers and bicycle riders will exit the school through the front door when notified by the adult in charge. Except for sudden inclement weather, students are not allowed to call home to get permission for a change in dismissal plans.

Any child not picked up by 3:10 (or 12:15 on early dismissal days) will be directed to go to After School Care. Regular charges will apply.

If there is school business to attend to, come into the school **before 2:30 or after 3:00.**
Parents are not to stand in the hallways at the front entrance, near the classrooms, or outside the office during dismissal time.

SCHOOL PARTIES:

Classroom parties are taken care of by the homeroom mothers for Halloween and Valentine's Day. These should be basically the same for each class. Other parties may be held for a special class award. For all of these, the refreshments should be kept simple, keeping in mind good health. **ALL parties**, other than Halloween, Christmas, and Valentine's Day, are to be approved by the Principal. A simple snack such as cupcakes and cookies may be sent in with your child to celebrate a birthday. Please let the child's teacher know **IN ADVANCE** to expect the snack.

TELEPHONE:

The policy is that the phone is to be used for an important reason only. **Calls should not be made for making arrangements to go to someone's house or for forgotten gym clothes or homework, etc.** A child must get permission from a teacher to use the phone and this call must be made in the office. If a child is sick, an adult will make the call home. **NO CELL PHONES, PAGERS, OR TWO-WAYS ARE PERMITTED during school.** See “Electronics and Other Gadgets” on page 20.

TEXTBOOKS:

Textbooks are furnished on a rental basis, via the *Book Fee*. Since rental fees are placed at a minimum, our limited budget demands proper care of all school-owned books. It is preferred that books be carried to and from school in bags of some durable material. Only with your cooperation can the school meet increasing costs for instructional material.

VISITORS:

EVERYONE coming into the school, **including parents and volunteers**, must sign in at the office **FIRST**.

VIRTUS PROGRAM:

PROTECTING GOD'S CHILDREN – is a Diocesan requirement for **ALL** employees and **VOLUNTEERS** who are involved with children in Saint Agnes School. It involves a 2-3 hour program and a background check. If a parent has not participated in the program, he/she **WILL NOT be allowed to volunteer, read-aloud, drive, coach, etc.**

WEB SITE:

Our website address is: www.stagneswv.org. This site is updated periodically and will usually contain items such as: lunch menus; school calendar; upcoming events; various class activities; notice of school closings; other pertinent school information.

AFTER SCHOOL CARE PROGRAM

The After School Care Program (ASC) is available each school day unless parents are otherwise notified. Any student K-5 who is not picked up by 3:10 (12:10 on early dismissal days) will automatically be taken to ASC, which is usually held in the cafeteria. **THERE WILL BE NO EXCEPTIONS!!** Snacks will be provided. (Lunch will be provided on days with a noon dismissal.) Quiet time will be observed from 3:30-4:00 so that older children may do their homework. Younger children should bring books or other quiet activities as an alternative to homework. Children are not required to observe quiet time on Fridays. Various indoor games and activities are provided. There will be outdoor play, weather permitting, or gym time.

Children **MUST BE PICKED UP BEFORE 6:00**. Parents are expected to sign their children out. No child is allowed to wait at the door for pick-up.

The cost for the ASC is \$2.00 for each ½ hour. A consolidated invoice will be sent to parents monthly. This will include lunch and ASC charges, and these may be paid with **one check**. However, if you prefer, you may continue to pay weekly on Friday when you pick up your children.

IF A CHILD IS CONSISTENTLY DISRESPECTFUL, DISRUPTIVE, OR LATE BEING PICKED UP, THE PARENTS MAY BE ASKED TO MAKE OTHER ARRANGEMENTS FOR AFTERSCHOOL CARE.

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APPENDIX 1

**TUITION AND FEES
2008-2009**



REGISTRATION (Due at time of application) \$50.00 per child, non-refundable (will not be applied to tuition).

Fees may be paid in one of two ways: 1) Full payment by June 15; 2) Automatic monthly payments through FACTS Tuition Management Program*; 3) Any combination of the two. There is financial assistance from the diocese for any Catholic family with children in Pre-School to Grade 5, and from the parish for non-Catholic families.

PRESCHOOL 3 \$ 1,130
PRESCHOOL 4 \$ 1,715

PARISHIONER

K-5 1 Child \$ 2,830
K-5 2 Children \$ 3,640
K-5 3 Children \$ 4,775

NON-PARISHIONER

K-5 1 Child \$ 3,935
K-5 2 Children \$ 5,955
K-5 3 Children \$ 7,070
K-5 4 Children \$ 9,640

BOOK FEE (Per Child)

K \$125
Grades 1-5 \$220

TECHNOLOGY FEE (Per Family) \$110

PTO Fee (To be paid directly to the PTO, through a separate invoice) \$50

AFTER SCHOOL CARE: \$2 per child per ½ hour (To be paid weekly)

****Information on the FACTS Tuition Management Program is available in the Office. If not previously enrolled in FACTS, please ask for a SAINT AGNES TUITION PAYMENT PREFERENCE FORM and a FACTS AUTOMATIC TUITION PAYMENT AGREEMENT.***

APPENDIX 2

UNIFORM CODE for K-5 STUDENTS

Uniform regulations apply to all students in grades K-5, and are to be adhered to until the last day of school. Any exceptions; i.e. “Uniform Holidays,” will be announced in advance. Preschool students are not required to wear uniforms. A child not having proper attire must have a written excuse from the parents. Points will be deducted in the conduct grade.

This dress code is quite clear and needs to be monitored by the parents. If a child continues to be improperly attired after being warned *one time*, the student will be sent to the office and receive silent lunch and silent recess. A letter will be sent to the parents informing them of this infraction.

General Code For All Students:

- Uniforms must be clean and ironed.
- Uniforms must not have holes.
- All uniform shirts for both boys and girls **MUST BE TUCKED IN**. Shoes must have backs and closed toes. No sandals. No soles that look like hiking shoes. No high tops, no platforms, no heels higher than 1 inch. No wooden-soled shoes. **NO HEELIES**.
- Boys are to keep their hair cut short – no longer than shirt collar length. Length of bangs should be at or above eye brow level. Hair must be conservative; i.e., no decorative or shaved hairstyles, rattails, mullets, unusually-dyed or peroxidized hair, etc.
- No outside wear may be worn during school except uniform sweatshirts or fleece shirts with the school logo.
- No make-up, cologne/perfume, or aftershave lotion or brightly colored nail polish.
- Shorts worn during the allowed seasons are to be not more than four inches above the knee. No short shorts may be worn at any time.

Uniform Holiday Dress Code:

- Tops and dresses must have sleeves (no tank tops, no muscle shirts, no spaghetti straps, etc.)
- Clothing should be clean and neat with no holes.
- Shoes must have backs and closed toes. No sandals or flip-flops. No high tops, no platforms, no heels higher than 1 inch. No wooden-soled shoes. **NO HEELIES**.
- Tops must cover the belly button.
- No violent logos or characters on shirts and no offensive shirts.

Preschool:

Children are not required to wear uniforms. Shoes **MUST HAVE** backs and closed toes. No sandals or flip-flops. Wooden-soled shoes are not permitted. Remember that children have recess every day, and should be dressed appropriately.

Grades K-5:

Girls:

- **Blouse/Shirt** – Plain white (long or short sleeve) in the following styles: round, Peter Pan collar, or pointed collar (Oxford cloth permissible); knit (polo style, with or without school logo); or turtleneck.
- **Skirt/Jumper** – Navy blue plaid, pleated skirt, skorts, or jumper. Length – no shorter than one inch above the knee.
- **Pants/Shorts** – Solid navy blue dress pants (corduroy acceptable). Pants with elastic waist must have belt loops and be worn with a belt. No outside stitching or patched pockets on hips. NO jean-type or cargo-style pants. Navy blue twill walking shorts (no shorter than four inches above the knee) may be worn during August, September, October, May, and June.
- **Belt** – Required for shorts or pants. Plain, solid navy, black, or brown. Non-decorative stretch belts in the above colors are permitted. **Belt must fit properly.**
- **Sweaters** - Crew neck, V-neck, or cardigan sweater– white or navy. Solid navy or plaid sweater vest (optional). Color-coordinated monograms are permitted.
- **Socks** – Ankle or knee socks – white, or navy blue, OR solid white or navy blue tights. No ruffles, lace, or bows on the socks. “No-show” socks are unacceptable.
- **Shoes** – Casual shoes (brown or black) with non-scuff soles, e.g. Bucks OR **solid white** athletic shoes.
- **Hair Accessories** – Barrettes, headbands, or “scrunchies” should be color-coordinated with the uniform. No ornamentation or decorative items such as lace, ribbon barrettes, flowers, or bows.
- **Sweatshirts/Fleece/Jackets** – A navy blue or gray sweatshirt or navy fleece shirt with the Saint Agnes monogrammed logo can be worn over uniform during school.
- **P.E. Outfit** – See below.

Boys:

- **Shirt** - Plain white (long or short sleeve) in the following styles: button-down dress or Oxford, polo-style knit shirt (with or without school logo), or turtleneck.
- **Pants** – Solid navy blue dress pants (corduroy acceptable). Pants with elastic waist must have belt loops and be worn with a belt. No outside stitching or patched pockets on hips. NO jean-type or cargo-type pants. Navy blue twill walking shorts (no shorter than four inches above the knee) may be worn during the September, October, May, and June.
- **Sweaters** – Solid crew neck, V-neck or cardigan sweater – white, or navy. Color-coordinated monograms are permitted.
- **Belt - Belt** – Required for shorts or pants. Plain, solid navy, black, or brown. Non-decorative stretch belts in the above colors are permitted. **Belt must fit properly.**
- **Socks** – Ankle or crew socks - white, black, or navy blue. “No-show” socks are unacceptable.
- **Shoes** - Casual shoes (brown or black) with non-scuff soles, e.g. Bucks OR **solid black** athletic shoes.
- **Sweatshirts/Fleece/Jackets** -- A navy blue or gray sweatshirt or navy fleece shirt with the Saint Agnes monogrammed logo can be worn over uniform during school.

- **P.E. Outfit** – See below.

P.E. Outfit (Boys and Girls):

White T-shirt with the school logo and **SOLID NAVY BLUE** shorts. These may be nylon athletic shorts, or made out of “sweat pants” material. On cooler days, solid navy sweat pants may be worn over the gym uniform. **No other shorts or shirts are permitted.** Shoes for gym must have non-skid, non-marking rubber soles. (They do not have to be the regular uniform shoes.) If the proper gym outfit is not worn, the child will receive a deduction in grade for that class period.

Other:

- Only girls may wear earrings. If worn, they must be small and unobtrusive. No hoop earrings. **Only one per ear.**
- Necklaces are not encouraged. They are permitted so that children may be able to wear necklaces that carry some religious significance, not to make a fashion statement. Necklaces, if worn, should be concealed on the inside of the uniform shirt or blouse.
- Bracelets, chokers, beads, chains, etc. are not allowed.
- No types of visible piercings, other than ear piercings for girls, are allowed by either boys or girls.
- No make-up or brightly colored finger-nail polish.

Vendor Information:

- **Schoolbelles**, by Kip Craft, Inc. 1-888-637-3037; or at www.schoolbelles.com. School code 511.
- **Land’s End**, 1-800-469-222, www.landsend.com/school, school preference number 9000-8566-3.
- **Charleston Department Store**, 1661 Washington St. W; (304) 346-6793 (for shoes, non-monogrammed shirts and plain navy slacks).
- **J.C. Penney** (for shoes, non-monogrammed shirts, and plain navy slacks).

Catalogs for Schoolbelles and Land’s End are available in the school office

A selection of used uniforms is available for a nominal cost at the school.

APPENDIX 3

SAINT AGNES SCHOOL EMERGENCY PLAN

Saint Agnes School has a Diocesan-approved **CRISIS MANAGEMENT PLAN** that is on file in the Office of Schools in Wheeling and with the State Police. There are periodic **FIRE DRILLS**. If there is a **CRISIS REQUIRING EARLY DISMISSAL**, parents will be notified by a call-down list. If the school is told to **SHELTER- IN-PLACE**, all personnel and students will go to the gym and be secured there until notice that the **shelter-in-place** order has been lifted. All doors will be sealed. No unauthorized persons are to enter/leave the building and break the air seal. ***This means that parents are not to come to school for their children because it would not be safe to be out in the air either for the children or for the parents.***

Should an **EMERGENCY EVACUATION** ever be necessary, we have learned the following from the Charleston Emergency Services:

1. If Saint Agnes School needs to be evacuated, Charleston Emergency Services will do it with KRT buses or Kanawha County School buses. The Charleston Emergency Services have a "hotline" to KRT dispatchers.
2. As a group, students, teachers, and staff will be moved to a safe location, most likely the Charleston Civic Center.
3. If the City of Charleston needs to be evacuated, Saint. Agnes will be moved as above to one of the various public buildings deemed to be safe from the problem area.
4. If needed, Red Cross moves in immediately to provide food, cots, blankets, etc.
5. Any expenses incurred to a school during an emergency sheltering are reimbursed by the Federal Government.

Notes:

1. ***Parents should not call school, hospital, or police.*** It will only tie up lines during an emergency situation. Listen to Emergency Broadcast on radio or TV. All pertinent information will be broadcast as to group location, timetable for return or release, pick up schedule.

Should ***anyone*** be moved to another location, such as a hospital, for any reason, transfers are charted or logged.

2. School children, we were reminded, are among the easiest to relocate because they are familiar with group activity procedures.

Should an emergency develop at school, we will contact the Emergency Services; should there be an emergency developing around us, they will contact us. We are already a part of their city plan.

APPENDIX 4

Calendar for School Year 2008-2009



July	26	Picnic Honoring Sister Judith Ann, 6:00-??
Aug.	4	School Office Reopens
	19	Pizza Pool Party, Greenbrier Pool, 6:00-8:00
	21	1st Day of School for K-5 Dismiss at Noon Uniforms Required
	22	Dismiss at Noon
	24	Ice Cream Social & Yearbook Distribution, 4:00 p.m.
	25	ASC Begins
	26	Orientation for Pre-3 Parents, 6:00 p.m. Orientation for Pre-4 Parents, 7:00 p.m.
	28	School Information Night, 6:30 p.m.
Sept.	1	Labor Day – No School
	2	1st Day of School for Pre-4, 8:10-11:00
	3	1st Day of School for Pre-3, 12:50-2:50
Oct.	10	Teacher In-Service—No School
Nov.	11	Veterans Day—No School
	26	Dismiss at Noon for Thanksgiving Break
	27-28	Thanksgiving Break
Dec. 22-Jan. 5		Christmas Break
Jan.	5	School Resumes
	19	Martin Luther King Day—No School
Jan. 26-30		Catholic Schools Week—Theme: <i>Catholic Schools Celebrate Service</i>
Feb.	16	Presidents Day—No School
April	9	Dismiss at Noon for Spring Break
	10-17	Spring Break
	20	School Resumes
May	25	Memorial Day—No School
June	4	Last Day of School (Tentative)