

# HANDBOOK FOR

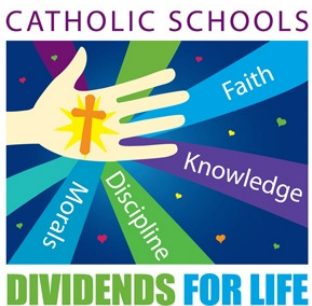
2010-2011



**Saint Agnes School**  
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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 50<sup>th</sup> 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 75<sup>th</sup> 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 80<sup>th</sup> 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 80<sup>th</sup> 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.” The end of the 2007-2008 school year saw the retirement of Sister Judith Ann Teufel, C.S.J., who had been principal for 37 years. Additional Smart Boards were added in 2008 and the first phase of a science lab was also completed during that school year. The upstairs restroom facilities were renovated in the summer of 2010.

**DAILY SCHEDULES**

**DAILY SCHEDULE FOR K - 5**

7:30 a.m.	School Opens for Students
8:10 a.m.	First Bell
8:15 a.m.	School Begins
11:15 a.m.	Lunch – Grades K-1-2
11:50 p.m.	Lunch - Grades 3-4-5
2:50 p.m.	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 (ASC)**

3:10 – 6:00	Daily
12:00 – 6:00	On noon dismissal days (Lunch will be provided on noon dismissal days.)

Cost: \$2.00 per ½ hour, which includes snacks.

**SAINT AGNES DAYCARE PROGRAM**

Director Ms. Sharon Bowles

Phone: 925-4579

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

Details in the Child Care Handbook

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**FAMILY DIRECTORY**

A Directory will be provided shortly after school begins, listing the students and faculty, and providing the addresses and phone numbers of families.

## 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 an annual 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/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. Re-enrollment for the next school year will not be permitted if there is an outstanding account.

## 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

In addition to financial support, each family is greatly encouraged 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. Opportunities for volunteering include homeroom mothers, playground supervisors, lunch assistants, drivers, library helpers, Read-Aloud, and Hospitality Committee.

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.

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 *Virtus Training*, a sexual abuse awareness program required by the Diocese. (See [virtusonline.org](http://virtusonline.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. President: Ms. Jennifer Torsleff

What is the *Fund For Excellence*? It 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 and are tax deductible.

*"For the welfare of our children, it is essential to support  
What really counts in education --- a dedicated faculty."*

## **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, Mrs. Alison Adler, 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.

## **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.

Mrs. Tami Reed is our Systems Administrator

## **POLICY ON ENROLLMENT FOR THE COMING YEAR**

Registration for present school families, including enrollment of new siblings, begins in January. Registration for those families new to the school begins in mid-February.

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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 during the entire first full school year of enrollment. Newly enrolled students who do not meet and abide by school standards may be asked to seek other educational options.

## **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:

### **School-Wide Discipline Plan for Out-Of-Class Areas - 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 in conduct points. The accumulation of sufficient conduct points deductions 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 conduct 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, or during lunch or ASC;
- Chewing gum in any area that is considered school property;
- Inappropriate use of cell phones.
- 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. 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. If a student fails to report for detention, the student will have two detentions.

## **ILLEGAL SUBSTANCES POLICY**

The use of any tobacco product is not permitted by students and such use is grounds for corrective action. There may be no tobacco use on school property.

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 handed in, according to the guidelines provided by the teacher.**

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 may 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**

If a parent wishes to talk with or meet with a teacher, please call the school and leave a message, or send a note to the teacher. Parents should not try to “catch” a teacher before or after school without a prior appointment.

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 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.

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## PROCEDURE POLICIES

### **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. 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 plan to engage in quiet activities as an alternative to homework. A number of toys and games are available. 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.** After 3:10, the front doors are locked, and parents should ring the Child Care bell for admittance. 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. Please contact the office or send a note via backpack mail if an end-of-the-year statement is needed for ASC charges.

If a child is consistently disrespectful, disruptive, or late being picked up, the parents may be asked to make other arrangements for after school care.

### **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.

**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. It is important to be on time as classroom activities start promptly at 8:15. A doctor/dentist appointment will be excused only with a note from the doctor/dentist's office. If a student in K-5 arrives late on a Wednesday (Church day), but before 9:10 a.m., please take the child directly to Church.

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 1<sup>st</sup> Tuesday of each month to reward students with zero tardies.

**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. 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.

**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 by a sibling. If notification is not received, all efforts will be made to contact the parents to determine the reason for the absence.

**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. For safety reasons, **no wheels are allowed** on the backpacks.

**CELL PHONES:**

A student may not use a cell phone during the school day or during after school care. (If a student needs to make a call, he/she may come to the school with the permission of the teacher.) If a cell phone is brought to school for use after school, it must be kept in the student's backpack, cubby, or locker, and must be turned off during the school day. Any cell phone used inappropriately will be confiscated by the teacher. Please note that the school is not responsible for the loss or theft of a cell phone.

**CLOSING OF SCHOOL:**

When snow or ice creates dangerous conditions, local radio and TV stations will list information specific to local Catholic schools. Saint Agnes does not follow Kanawha County Schools regarding weather-related procedures. Local radio and TV stations will carry announcements specific to Saint Agnes School and the information will be posted on our website, 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 or dismiss early:

- When Kanawha County announces early dismissal that is weather related.
- For conditions of flooding.

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](http://www.stagneswv.org).

**ELECTRONICS AND OTHER "GADGETS":**

CD players, electronic games, 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). 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 must have been fully immunized according to county policy. Consult your pediatrician for details. Students moving in from from out of state must be fully immunized based on the student's age, and must also have a TB test.

**Dispensing Medication:** A student requiring the use of prescribed or non- prescription medication 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.

**Doctor's Appointments:** Parents are discouraged from making appointments during the school hours. However, if an appointment is necessary, the student will be called by office personnel to come to the office to be picked up. The person picking up the student is required to sign him/her out. If the child returns to school, she/he must be signed back in.

## **INSURANCE:**

A diocesan student accident program is in place for students in Catholic schools. This policy will pay the first \$100 of incurred covered expenses and then pay on a full excess basis. Parents' primary insurance will pay first. If parents have no insurance, this policy will cover all expenses as outlined in the plan (copies available in the church office). The maximum period in which expenses must be incurred is two years after an accident. The coverage will cover students for injury during school hours when school is in session and while attending or participating in school-sponsored and supervised activities on or off school premises.

## **LITURGY:**

The children in grades K-5 participate in the Liturgy as a group once a week, usually on Wednesday mornings, and on special Feast Days as part of our Religion Curriculum. Students in Pre-4 may attend on special occasions. Parents are welcome to attend.

## **LOCKERS (Upper Elementary Only)**

Students in the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades are assigned lockers. Students will be charged for any damage to the locker. Students should have only school-appropriate materials in their lockers. Lockers must have all items removed on the last class day. Anything left in the lockers after this time will be discarded. Material, clothing, supplies, etc., are not to be stored on top of the



school, teachers will not be available for a conference at that time unless it has been previously scheduled

### **SCHOOL ARRIVAL:**

Upon arrival at the school, children should be dropped off at the front entrance. Please be aware and considerate of cars behind you waiting to drop off other students.

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 should 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 name card that should be displayed 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 name card has your permission to pick up your children. Parents must notify the school 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 "true walkers" will be permitted to leave the gym without an adult waiting for them. Walkers and bicycle/scooter riders will exit the school through the front door when notified by the adult in charge. Helmets are required when riding bikes, scooters, or skateboards on school property. 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 12:10 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, please address it before 2:30 or after 3:10. Between 2:30 and 3:10, the sole responsibility of the staff is the dismissal of students. Please do not conduct business at this time.

**SCHOOL PARTIES:**

Classroom parties are organized 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. All parties, other than Halloween, Christmas, and Valentine's Day, are to be approved by the teacher. A simple treat 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 treat.

**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.

**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 materials.

**UNIFORM CODE SUMMARY:**

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, neatly, and appropriately. The complete uniform code can be found on the website.

**VISITORS:**

Everyone coming into the school, including parents and volunteers, must sign in at the office.

**VIOLENCE, BULLYING, and CYBERBULLYING:**

Saint Agnes School attempts to provide a safe environment for all individuals. Physical violence against other students or staff (kicking, biting, hitting, etc.) is not permitted. Verbal or written threats made against the physical or emotional well-being are taken very seriously. Students making such threat (seriously or in jest, or on-line) face detention, suspension, and/or expulsion.

Also, the inclusion of defamatory remarks regarding the school, faculty, other students, the parish, etc. in on-line blogs, such as MySpace®, Facebook®, Friendster®, Twitter®, and other similar sites, may result in disciplinary actions, such as detention, suspension, and/or expulsion.

Because of the dangers inherent in the use of the internet, parents should take an active role in instructing their children in the proper use of the web, and should monitor their children's use of such.

**VIRTUS TRAINING:**

*Virtus Training* is a sexual abuse awareness program required by the Diocese for all employees and volunteers who are involved with children in Saint Agnes School in any capacity. It involves a 2-3 hour program and a background check. If a parent has not participated in the program, he/she is not permitted to read-aloud, drive, coach, etc. For further information, go to [virtusonline.org](http://virtusonline.org) .

**WEB SITE:**

Our website address is: [www.stagneswv.org](http://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.

## APPENDICES

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**APPENDIX 1  
MEDICAL POLICIES OF SAINT AGNES SCHOOL**

**SUMMARY**

- **The School must have permission before any medication is dispensed by the school. A physician's statement must accompany any prescribed medication.**
- **Parents should complete the form, *Permission to Provide Certain Treatments at School*. If other OTC medications are to be administered, please complete a *Medication Permit*.**
- **If a child has an occasional headache, we will call to obtain permission to give the child an age-appropriate dose of ibuprofen. (We do not have a supply of Tylenol.) If your child has frequent headaches, please consider completing a *Medication Permit* so we can administer a remedy as needed throughout the year.**
- **The School follows the policies of Kanawha County Schools regarding infectious diseases. For a summary of these policies, see the attachment.**
- **Most injuries will be treated with ice, Neosporin (with permission), and a bandage. If a child has a head injury or other severe injury, a parent will be notified.**
- **If a child becomes ill at school (nausea, diarrhea, fever, etc.) a parent or designee will need to pick up the child. The child must then remain out of school for at least 24 hours.**

In general, Saint Agnes School follows the medical policies of Kanawha County. The following summarizes these policies.

### Medication

- ❖ No medication may be dispensed without a completed *Permission to Provide Certain Treatments at School, and/or Medication Permit*.
- ❖ Prescription medication which must be taken throughout the year may be dispensed only if a *Physician's Permission to Administer Medication* is on file and the medicine is in its original container.
- ❖ Except for the medicines described in *Permission to Provide Certain Treatments at School*, all medicines are kept in a locked cabinet or a locked refrigerator.
- ❖ If your child has occasional headaches, we will administer the appropriate dosage of ibuprofen with your verbal permission (via phone at that time). We will keep children and junior chewable *Motrin* and adult generic ibuprofen. If your child has frequent headaches, or you wish him/her to take a liquid, or Tylenol, please provide the appropriate medicine and complete the *Medication Permit*.

### Injuries

- ❖ Bumps and bruises will be treated with ice.
- ❖ Scrapes and cuts will be washed with an antiseptic wash, treated with antibiotic cream, and bandaged as appropriate. (This treatment is dependent on the parent giving permission for these to be used by signing the form, *Permission to Provide Certain Treatments at School*.)
- ❖ Parents will always be notified in the case of severe injuries, or potentially severe injuries such as blows to the head.
- ❖ If a child has been knocked unconscious or appears to have broken a bone, 911 will be called and the parents will be notified.
- ❖ An incident form will be completed for each severe injury. The Diocese has injury insurance that will assist in paying for the treatment of certain injuries.

### Students to Be Sent Home

- ❖ With a fever of 100°F or over. (We use the Thermoscan ear thermometer which does not always correspond exactly with an oral thermometer.)
- ❖ Vomiting or severe diarrhea
- ❖ Certain rashes
- ❖ Apparent “pink eye”
- ❖ Severe “cold” symptoms
- ❖ Other times as necessary

### Infectious Diseases

Children must remain out of school as described in the *Kanawha County School Health Infectious Diseases Policies*, or as determined by a physician.

## **KANAWHA COUNTY SCHOOL HEALTH INFECTIOUS DISEASES POLICIES**

Chicken Pox	Student is excluded from school for 5 school days and until all blisters are scabbed over.
Fever	Student must be fever-free (no fever 100 <sup>0</sup> F or above) without fever reducers for 24 hours before returning to school.
Fifth's Disease	Student is not excluded from school unless s/he has a fever of 100 <sup>0</sup> F or more.
Gastroenteritis	There must be 24 hours with no vomiting or diarrhea before student returns to school.
Hand, Foot, and Mouth Disease	Student is excluded from school for 5 school days and until all blisters are scabbed over.
Herpes Simplex – “Fever Blister”	Cover blister(s) if possible. If there are more than 2 lesions and they are spreading from the lip area, a physician’s note will be needed to return to school.
Impetigo	Student must have a physician’s note that includes diagnosis and treatment, and take 24 hours of medication before returning to school. Lesion(s) must be covered while at school.
Influenza - “Flu”	Student must be fever-free (no fever 100 <sup>0</sup> F or above) without fever reducers for 24 hours before returning to school.
Lice	Student may have 2 excused days of absences. Must be nit-free to return.
Mononucleosis	Student must have a physician’s note that includes diagnosis and return date to school.
Pink Eye	Student must have 24 hours of medication before returning to school.
Ringworm – Body	Student must be on topical antifungal medication for 24 hours before returning to school. Lesion(s) must be covered while at school.
Ringworm – Scalp	Student must have a physician’s note that includes diagnosis and treatment, and take 24 hours of oral medication before returning to school.
Scabies	Student must have a physician’s note that includes diagnosis, treatment, and return date to school.
Strep Throat	Student must be treated with antibiotics for 24 hours and be fever-free (no fever 100 <sup>0</sup> F or above) for 24 hours before returning to school.

## SCHOOL AND COMMON CHILDHOOD ILLNESSES

Carol Frail, M.D.

*(Dr. Frail, a noted pediatrician, developed this information as a guide for parents in determining when their children should stay home due to common childhood illnesses)*

Many times parents are unsure whether their child's illness is severe enough to allow a day off school and lost class instructional time – or is it just a minor inconvenience and school is a go.

Typically, if a child has a **FEVER OVER 100°**, with or without other symptoms, s/he should not attend school. As a general rule, a child should be temperature-free without fever reducers for 24 hours before going back to class.

Many illnesses, including the common viral illnesses most children experience, are preceded by 24-48 hours of fever. Even with no other symptoms to explain the fever, these children are still contagious. If your child has a fever, s/he should stay home, drink plenty of fluids, take fever reducers as necessary, and follow-up with your family physician if symptoms persist.

**VOMITING AND DIARRHEA** are a common illness of our school children. The majority of these illnesses are viral in nature and contamination is spread via the fecal-oral route. Most cases of gastroenteritis are not treated with medication, just fluids and time. These children, especially with just diarrhea, may not feel too bad and wish to attend school. However, they are contagious and need fluids, fluids, and more fluids to prevent dehydration. Staying home will allow them to become rehydrated and prevent the spread of disease. A child should be symptom-free without fever reducers for 24 hours before going back to class.

**STREP THROAT** is another common childhood illness, usually presenting with headache, fever, abdominal pain, sore throat. These little ones, after seeing the family physician, will be started on antibiotics, but will be contagious and must stay home until 24 hours after beginning their medicine and temperature-free for 24 hours.

At some time or another, most children will have **EAR PAIN** which may or may not represent a true ear infection. Only your physician will be able to diagnose this and decide if antibiotics are needed. Many may require only drops for pain and analgesia such as Motrin. These children may attend school.

Uncomplicated **RUNNY NOSES, COUGHS, SNEEZING, AND BODY ACHES** which are not accompanied by fever can usually be treated symptomatically and the child can still attend school.

**RASHES** are usually not too much of a problem. Unfortunately, many rashes are caused by viruses and are contagious 2 or 3 days before the rash appears, not once the rash is present. **POISON IVY** is not contagious, just annoying. **CHICKEN POX**, while not too common now, is contagious, and children may not attend school until all lesions are scabbed over.

With all the germs available in a classroom, teach your child how to protect him-/her-self and his/her classmates. **GOOD AND FREQUENT HANDWASHING** is a **MUST**. **DO NOT SHARE** food and drink containers. Keep hands off the face and out of the mouth.

Tissues and Purell are always available.

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.