

SAINT AGNES SCHOOL

FAMILY HANDBOOK

2011 – 2012

3886 CHESTNUT AVENUE, CONCORD, CALIFORNIA 94519

TELEPHONE 925-689-3990 FAX 925-689-3455

WEBSITE www.stagnesconcord.com

Student Learning Expectations

- **A Faith Centered Student who is able to:**
 - Demonstrate a strong foundation in the Catholic faith and practices.
 - Recognize God's love.
 - Live the Gospel message.
 - Foster a personal relationship with God.
 - Make morally responsible decisions.
 - Express compassion for others, locally and globally, through gifts of time, talent, and treasure.
 - Practice forgiveness.
- **A conscientious student in a diverse society who is able to:**
 - Treat self and others with dignity and respect.
 - Take responsibility for personal actions.
 - Demonstrate self-discipline.
 - Be courteous and well-mannered.
 - Demonstrate respect for the environment.
- **An academically prepared student who is able to:**
 - Demonstrate a strong foundation in basic subjects.
 - Demonstrate good study habits.
 - Use knowledge, skills, and strategies necessary to learn.
 - Use problem solving and critical thinking skills.
 - Work to his/her ability.
 - Demonstrate self-confidence.
 - Experience the Fine Arts.
- **An effective communicator who is able to:**
 - Cooperate and collaborate with others.
 - Communicate effectively both verbally and in writing.
 - Listen actively to others.

Table of Contents

STUDENT LEARNING EXPECTATIONS	1
TABLE OF CONTENTS	2
PHILOSOPHY	5
ST. AGNES SCHOOL MISSION STATEMENT	5
ST. AGNES SCHOOL PHILOSOPHY.....	5
SPIRITUAL EDUCATION.....	5
ACADEMIC EDUCATION.....	6
COMMUNITY SERVICE.....	6
PERSONAL AND SOCIAL DEVELOPMENT	6
PHYSICAL DEVELOPMENT	7
CULTURAL DEVELOPMENT	7
ADMISSION POLICY	7
NON-DISCRIMINATION POLICY	7
ADMISSIONS	8
CURRICULUM	9
RELIGION.....	9
LANGUAGE ARTS	9
READING/LITERATURE	10
MATHEMATICS.....	10
SOCIAL STUDIES.....	10
SCIENCE.....	11
ART AND MUSIC	11
EDUCATIONAL TELEVISION	11
PHYSICAL EDUCATION	12
TECHNOLOGY.....	12
FOREIGN LANGUAGE	13
RESOURCE PROGRAM.....	13
STUDENT SUCCESS TEAM (SST)	14
ELECTIVES	14
SCHOOL UNIFORM	14
SCHOOL UNIFORM REQUIREMENTS	14
<i>Girls:</i>	14
<i>Boys:</i>	15
<i>Shoes (Boys and Girls)</i>	15
<i>Cold/Rainy Weather Apparel</i>	16
<i>Belts</i>	16
<i>Earrings</i>	16
<i>Personal Appearance and Accessories</i>	16
UNIFORM PURCHASING	17
FORMAL UNIFORM	17
NON-UNIFORM DRESS CODE.....	17
CONSEQUENCES FOR INFRACTIONS	18
IDENTIFICATION	19
STUDENT CONDUCT	19
DISCIPLINE POLICIES	19
CODE OF DISCIPLINE	20

<i>PLAGIARISM</i>	21
<i>CYBER-BULLYING</i>	21
CONSEQUENCES.....	23
<i>REWARDS/PRIVILEGES</i>	23
<i>LOSS OF PRIVILEGE</i>	23
<i>RESTITUTION FOR DAMAGE TO SCHOOL PROPERTY</i>	23
<i>PARENT NOTICE</i>	23
<i>DETENTIONS</i>	24
<i>STUDENT BEHAVIOR CONTRACT</i>	24
<i>SUSPENSION</i>	24
<i>EXPULSION</i>	25
<i>COMMITTEE OF DISCIPLINE</i>	25
STUDENT HARASSMENT POLICY.....	26
HOME-SCHOOL COMMUNICATION.....	27
EMERGENCY CARDS.....	27
PARENT-TEACHER CONFERENCES.....	27
TEACHER APPOINTMENTS.....	27
PRINCIPAL APPOINTMENTS.....	28
FAMILY ENVELOPES.....	28
REPORT CARDS.....	29
GENERAL INFORMATION.....	30
ABSENCES.....	30
TARDINESS.....	30
BICYCLES.....	31
EDUCATIONAL TRIPS.....	31
EARTHQUAKE / EMERGENCY DISASTER.....	32
FACULTY MEETINGS.....	33
HOMEWORK.....	33
SCHOOL LUNCH.....	33
LIBRARY.....	34
LOST AND FOUND.....	34
MEDICAL APPOINTMENTS.....	34
MEDICATIONS.....	34
ILLNESS.....	35
PARENT INVOLVEMENT.....	35
PARENT ASSOCIATION (PACE).....	35
STUDENT COMMUNITY SERVICE HOURS.....	36
PARKING PROCEDURES.....	36
<i>DROP OFF in the A.M.</i>	36
<i>PICK UP in the P.M.</i>	36
SCHOOL SCHEDULE.....	36
STUDENT GOVERNMENT.....	37
VISITOR PASSES.....	37
WEBSITE.....	38
ACCREDITATION.....	38
EXTENDED CARE PROGRAM.....	38
SCHEDULE.....	39
<i>Absences</i>	39
<i>Pick up procedure</i>	39
ENROLLMENT.....	39
FEES AND PAYMENTS.....	40
<i>Insurance</i>	40

<i>Late Policy</i>	40
ACTIVITIES	40
<i>Snacks</i>	40
BEHAVIORAL EXPECTATIONS.....	41
<i>Miscellaneous</i>	41
<i>Parent Conferences</i>	41
SCHOOL POLICIES	41
MOVING/CHANGE OF ADDRESS	41
FAMILY RESPONSIBILITY	42
SAFE ENVIRONMENT.....	42
CUSTODIAL RIGHTS.....	42
STUDENT PHOTOGRAPHS.....	42
RECORDS	43
CARE OF TEXTBOOKS AND OTHER SCHOOL PROPERTY	43
FUNDRAISING	43
ST. AGNES SCHOOL SCRIP PROGRAM	44
RETENTION POLICY	44
REMEDIATION	45
AMENDMENT POLICY.....	45
TUITION AND FEE SCHEDULE	46
TUITION PAYMENTS	47
STAFF ROSTER	49
FORMS	50

PHILOSOPHY

ST. AGNES SCHOOL MISSION STATEMENT

Centered upon the celebration of the Eucharist and the sharing of our Catholic heritage, the staff of St. Agnes School encourages the children to grow in God's love, to live rooted in Gospel values, and to develop their individual faith, skills and talents. In this context, the faculty and staff provide a sound moral and educational foundation. St. Agnes School strives to guide students toward the fulfillment of their potential and trust the children will leave the school empowered with the skills to lead lives rich in faith, knowledge, and a commitment to service.

ST. AGNES SCHOOL PHILOSOPHY

St. Agnes School, in support of the Parish Covenant Statement, offers a program rich in Catholic identity. The school recognizes that its primary goal is to foster the development of the faith, talents, and abilities of each student. The school provides a caring environment that values self-worth and cultural awareness. St. Agnes School, with the parents as the primary educators, promotes the growth of each individual student religiously, academically, personally, socially, physically, and cultural. The faculty and staff encourage a local and global vision of service to others.

St. Agnes School is committed to providing financial aid to families requiring tuition assistance.

SPIRITUAL EDUCATION

Objective: To help students develop and grow in relationship with God through the following:

- Expanding basic knowledge of God and the Catholic faith;
- Incorporating and integrating Catholic values throughout the day;
- Studying Scripture;
- Preparing for and celebrating the Sacraments;
- Involving students in the planning and celebration of liturgies and prayer experiences;
- Reinforcing Christ-like behavior daily;
- Teaching a comprehensive family-life program
- Providing family experiences that are faith based;
- Encouraging service to others consistent with Catholic teaching in the home, school, and local community

ACADEMIC EDUCATION

Objective: To provide an educational environment that develops skills and knowledge for independent and life-long learning through the following:

- Providing a well rounded and sequential curriculum that is consistently evaluated;
- Providing diverse learning experiences to recognize different learning styles including the use of current technology;
- Providing enrichment opportunities through special programs, speakers, and trips;
- Encouraging healthy and positive attitudes toward learning;
- Teaching critical and cognitive thinking skills, thus equipping the children for decision making, creative problem solving, and the ability for self-evaluation;
- Providing in-service and professional growth opportunities both on-site and off campus;
- Publicizing to the student body local educational offerings and opportunities available through other elementary and secondary schools and colleges.

COMMUNITY SERVICE

Objective: To develop student understanding of the need for service to the larger community through the following:

- Encouraging student government leaders to organize their peers for community service;
- Preparing students to give Catholic witness to society;
- Encouraging stewardship;
- Developing ecological awareness;
- Contributing to the financial and physical needs of the poor on a local and global level.

PERSONAL AND SOCIAL DEVELOPMENT

Objective: To help students develop self-worth which will help them function effectively in society through the following:

- Providing experiences that enhance self-esteem;
- Encouraging responsibility for one's actions;
- Resolving conflicts peacefully and develop lifelong coping skills;
- Encouraging cooperation between classmates and schoolmates;
- Fostering a sense of belonging and a safe learning environment;
- Providing students the opportunity to be involved in their church and community;
- Recognizing the uniqueness and special giftedness of each child;

- Fostering social and environmental awareness and encourage thinking on a global level.

PHYSICAL DEVELOPMENT

Objective: To foster respect and reverence for the human body through the following:

- Encouraging good eating habits and proper personal hygiene;
- Teaching basic safety and drug education;
- Providing opportunities for team sports and a P.E. program for all students;
- Fostering good sportsmanship and teamwork in both competitive and non-competitive sports;
- Expanding knowledge of physical growth through the family life and science programs.

CULTURAL DEVELOPMENT

Objective: To encourage respect and acceptance of cultural heritage and diversity through the following:

- Welcoming students of diverse backgrounds equally;
- Forming attitudes of respect for world religions;
- Teaching an appreciation of cultural respect and ethnic diversity;
- Providing insightful learning opportunities that enhance the children's understanding of culture;
- Providing experiences that develop a global vision.

ADMISSION POLICY

NON-DISCRIMINATION POLICY

The Catholic schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, and national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students in the schools. The Catholic schools in the Diocese of Oakland do not discriminate on the basis of race, sex, color, national or ethnic origin, age, or disability, in the administration of educational policies, scholarship and loan programs, athletic and other school programs.

Likewise, the Catholic schools in the Diocese of Oakland do not discriminate against an applicant for employment on the basis of sex, age, disability, race, color, or national and/or ethnic origin.

ADMISSIONS

St. Agnes School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Continuing students shall be re-admitted for the next school year upon verification by the Administration that the family has fulfilled their commitments as outlined on the Parent Commitment form.

New student registration will be held in the spring for the following school year. Applicant families shall complete the prescribed application forms and shall participate in an interview conducted by the Administration. Decisions regarding admission will be based upon the criteria set forth in the application and academic testing. The Administration will make all registration decisions.

Children will be accepted for admission based on the following order of priority:

- Active participation in St. Agnes or St. Bonaventure parish as evidenced by regular attendance at Mass and use of the parish envelope system.**
- Siblings of continuing students whose families demonstrate active participation by regular attendance at Mass and use of the parish envelope system.**
- All others

A waiting list of students who have met the criteria in the Application form and Parent Commitment will be maintained. Priority on the waiting list will be established by the Administration. The waiting list will be updated each year in conjunction with spring registration.

** Regular use of the envelope system has been defined as: **at least 35 times a year which computes to more than twice a month.**

CURRICULUM

St. Agnes School's curriculum is designed to prepare students for high school and to further the academic goals they may choose to pursue. The areas of study include Religion, Reading, Language Arts, Mathematics, Social Studies, Science, Art, Music, Spanish, Computer Literacy and Physical Education.

RELIGION

Sadlier Inc. *We Believe Series* (2004 edition) is taught in Kindergarten through 8th grade, with the exception of 7th. In 7th grade, Sadlier Inc. edition entitled *Faith and Witness Program* is used. St. Agnes School's Religion program includes a developmental study of religious truths and Sacred Scripture, Sacramental preparation, participation in worship, congregational singing, practice in Christian living, and growth in Christian ethics and morality. Through the practical application of our daily living, Religion becomes the unifying force in our school.

St. Agnes School's Religion curriculum is further supplemented with the weekly preparation of the children for the Sunday liturgies. Class sets of Scripture texts for each week are prepared. Materials are then given to each classroom teacher to assist in the preparation of the children for Sunday worship. Throughout the school year, the students attend Eucharist regularly. Each grade plans these liturgies as well as other para-liturgies fore the entire school. Monthly school Masses are celebrated with the parish community as well.

In addition, a program for enhancing family life is also taught. As part of our religious formation program, Family life is taught from 4th through 8th grade. The Benziger *Family Life Program* is used to forge a strong and unique partnership between families and school. Family Life instruction encompasses the moral educational needs of youth with the teachings of the Catholic Church and the practice of Christian virtues.

LANGUAGE ARTS

In middle school, students explore novels, short stories, essays and poems to provide practice in each of the language arts: reading, writing, speaking, and listening. Students write a variety of responses to literary works including formal and informal essays, narratives and poems to develop critical thinking and literary appreciation.

The Six-Traits Writing Program, which focuses on idea, organization, word choice, voice, sentence fluency and conventions, forms the foundation of the writing program.

Middle school language art is taught as an integrated course; reading strategies, vocabulary, grammar, and essay writing center on a core literary work.

READING/LITERATURE

Reading is taught throughout the curriculum. Basal texts are used in grades 1 through 6. Literature novels are used in the 7th and 8th grade levels. In addition, novels are purchased in class sets and read by the students in 3rd through 8th grades. *Reading Revolution* is an interactive program designed to help children begin to read. It is taught in both the Kindergarten and 1st grade program. At the 2nd and 3rd grade levels, the movements and rules of the program are applied to spelling and writing and can still be used to help those students who might be experiencing difficulty in the areas of decoding and fluency.

Accelerated Reader, a program designed to enhance and improve reading accuracy, comprehension, and skills is an integrated part of the curriculum. Students are assessed and then read at a particular level based on that assessment. Students take a test after reading each book and progress through the various reading levels as their skills improve. This program is also designed for reading at the 2nd grade level and beyond.

MATHEMATICS

Houghton Mifflin publishes the math series used in grades K – 5 and McDougal-Littell publishes the series used in grades 6 – 8. Based on the Mathematics Framework for the State of California and the Diocesan Curriculum Guidelines, the school's mathematics program includes:

- Number fact recall
- Computation
- Appropriate use of calculators to enhance learning
- Number sense
- Estimation
- Mental math
- Problem solving
- Conceptual understanding
- Process and conclusion communication
- Computer applications to enhance learning
- Other grade level appropriate content areas

At the 8th grade level, algebra is taught. McDougal-Littell publishes the textbooks and associated materials used by most students. Renaissance Learning's *Accelerated Math* program materials are used for the accelerated algebra course taken by some students. Mathletics is a web-based application used to supplement instruction during the year as well as maintain and deepen skills over the summer break.

SOCIAL STUDIES

Harcourt, *The Reflection Series* 2006 Publication (California Series) is used in grades Kindergarten through 5th. The Glencoe 2006 Publication *Discovering Our Path* is used in 6th through 8th grade.

The Social Studies program includes the history, culture and contributions of people and neighborhoods, communities of today and yesterday, California History, the U.S. and other Americas, Nations of the World, United States History and Government, Medieval and Ancient civilizations and contributions.

The understanding and deep appreciation of American ideals, heritage and way of life are a vital outcome of the social studies program. Interwoven into class instruction in this area are the Social Teachings of the Catholic Church.

SCIENCE

St. Agnes School's Science program is based on the California State Science Framework in grades K – 8 and teaches the students that everything we are and do involves science. Our program helps students discover the many ways that science affects their lives. St. Agnes School uses the following textual programs: Kindergarten through 5th grade students use the 2007 edition of Houghton Mifflin (California edition) series. The 6th, 7th, and 8th grade students use the 2007 publication of Prentice Hall (California edition). In addition, the students are exposed to many hands on experiences. The students are also exposed to experiments through the use of the AIMES and FOSS Science kits, which are available at many grade levels.

ART AND MUSIC

Art is taught by each classroom teacher and integrated throughout the curriculum. Music is taught in all grades by the music teacher. Throughout the school, students are taught music theory, musical understanding, and appreciation through the use of tuned (Orff) and un-tuned percussion instruments and vocal training instruction. This instruction takes place in the music classroom. Liturgical music is taught at all grade levels as well as singing for fun. Liturgical dance is also taught from 4th through 8th grade. English hand bells are taught in 5th through 8th grade and choir and choral training are offered to the children through membership in a school choir. Choir is offered as an extra-curricular subject in an after school setting.

EDUCATIONAL TELEVISION

St. Agnes School is a member of the Catholic Television Network (CTN). Membership entitles the school to access Internet services and programs, use televised educational programs, access videos and other services. In addition, KQED special educational television programming is also available to the classroom teachers.

PHYSICAL EDUCATION

Physical education provides children with the opportunity to acquire and develop gross motor and fine motor physical skills, confidence and camaraderie, as well as physical and mental well-being.

Organized classes of activities, exercises and seasonal sports are taught according to students' abilities and needs. Extra-curricular sports activities such as basketball and track are available to all students through the parish CYO program.

TECHNOLOGY

The purpose for incorporating the use of computers into the school curriculum is to reinforce, augment and enrich core curriculum, and to develop computer literacy; that is, the skills and knowledge necessary to survive in a society dependent on technology for handling information and problem solving.

The computer lab is equipped with iMac and eMac computers. Educational software is available in the areas of reading, language arts, mathematics, social studies and science for levels K through 8. The curriculum provides students with additional learning in all academic areas. It addresses keyboarding in grades 3 through 8, and word processing, spreadsheet, and presentation skills for those same grade levels. It is the expectation of the school that teachers and instructional assistants will collaborate with the technology coordinator in both planning and scheduling to provide for the integration of instruction at all levels of the curriculum.

Beyond computers, St. Agnes School is committed to staying abreast of, and current with, the latest technologies that have proven to be beneficial in educating students. To this means, St. Agnes has purchased interactive whiteboards, projectors, and document cameras for every classroom.

In addressing the changing technological landscape of our society, St. Agnes School recognizes the various ways, both positive and negative, that students can use technology both in school and at home. St. Agnes has designed an acceptable use policy that is intended to govern the ethical and responsible manner by which students are to use computer technology both at school and in the home. This document addresses concerns such as cyber-bullying, privacy issues, safety issues, etc. All students and their parents/guardians are required to read and sign this acceptable use agreement form before their child/children may use the internet at school. This permission form is filled out only once as it follows the student through their years of attendance at St. Agnes School. It only needs to be resubmitted if changes are desired. A copy of this acceptable use form can be found in the special forms section of this handbook.

St. Agnes School is implementing other means of addressing and teaching responsible behavior with the use of technology. St. Agnes recognizes that our students need specific and direct guidance as they explore their technologies. As a religious institution and a community of faith, we value, believe and teach the importance of the human person and the need to personally respect every person. This belief applies to all

of our interactions with one another, whether in person or by virtual means. We recognize the fact that words transmitted using the Internet and other related technologies are published materials and are public documents available for worldwide access. This awareness must be taught to our students. We are extending our Peace Builder training to include “internet responsible behavior” lessons to various targeted groups.

Inappropriate communication, defamation of character, bullying, harassment or any other kind of demeaning behavior on the Internet which potentially brings harm to an individual as well as to our school community is not only contrary to the mission of this school, but unacceptable behavior for anyone professing to follow the Gospel teaching of Jesus Christ. Students electing to misuse technology in irresponsible ways both at school and at home will be held accountable for their published words and will face disciplinary action.

To extend our students’ education outside of campus, for our families’ personal information and guidance, we host a police officer once a year to explain dangers and safe Internet conduct practices to our families.

Although student photos are available for school publicity and sharing, student names or other identification will not be associated with the photos. If for some reason a parent feels that there is a danger in a student being identified in a location, there is an option on the acceptable agreement policy to exclude the child’s photo from being published.

FOREIGN LANGUAGE

St. Agnes School has a Spanish program. The students in Kindergarten through 8th grade participate in this program. The emphasis of this program is basic conversational language. Students in Kindergarten through 2nd grade receive number grades on their report card each trimester. Students in 3rd through 8th grades receive traditional letter grades each trimester. Students in Kindergarten through 3rd grade receive instruction from a kit as well as from numerous teacher-made materials while the students in 4th through 8th grade have a Spanish book to enhance their command of the language.

The intent of the Spanish program at St. Agnes School is to expose the students to the language and culture of the Hispanic and Latin American people. Foreign language instruction should provide the students with the tools possible to learn another language as they grow and mature.

RESOURCE PROGRAM

St. Agnes School provides a program to help students with special learning needs. This resource program is a pull-out program designed to work with and support the classroom teacher. The program can also provide for accommodations, modifications, and/or remediation to the academic program of a student. The resource teacher can elect

to work with students on an individual basis as well as in a small group setting. Resource classrooms are provided for students in this program.

STUDENT SUCCESS TEAM (SST)

When a student's learning needs require additional understanding and clarification, the resource teachers will coordinate a Student Success Team Meeting (SST). The SST process enables classroom teachers, resource teachers and parents the opportunity to identify student strengths and areas of challenge and establish an action plan. The action plan will provide direction for the next steps in meeting the learning needs of the student.

ELECTIVES

An elective program is in place for students in 7th and 8th grade. The elective program allows students to select an elective course of study from an approved list of offerings per trimester. For some of the selections there is a cost involved.

SCHOOL UNIFORM

SCHOOL UNIFORM REQUIREMENTS

All elements of the uniform are required attire. No other clothing is allowed. The following is the list of uniform requirements:

Girls:

- Hunter green and blue plaid jumper, **Grades K – 4**
- Hunter green and blue plaid skirt, **Grades 5 – 8**
- All skirts and jumpers may not be shorter than 2 inches above the knee. (Length of skirt will be determined by having the girl kneel down. The 2 inch hemline will be measured from the floor up.)
- Navy blue or khaki Dennis Uniform walking shorts worn with a belt
- Navy blue or khaki cotton twill Dennis Uniform pants with gathered front and no back pockets. All types of pants are to be worn belted at the waist at all times.
- Blue or khaki skorts may be worn by girls on informal uniform days.
- The uniform shirt is a monogrammed polo type shirt. It is available in green and/or white. The shirt may be purchased in long sleeve or short sleeve type.
- Short sleeved Peter Pan collar white blouses may be worn (K-4).
- Over-sized shirts may not be worn.
- Hunter green cardigan or v-neck uniform sweater
- Navy blue sweatshirt with St. Agnes monogram (K-5)
- Caritas sweatshirts may be worn in 5th and 6th grade years.
- Gray sweatshirts are available for 7th graders.

- Special class sweatshirts are worn by 8th grade (color TBA)
- Socks must be worn at all times.
- White or navy blue **above the ankle socks (CREW SOCKS)** or knee high socks are acceptable uniform attire. All socks must be clearly visible above the top of the shoe.
- White or navy blue plain footed tights may be worn with skirts or jumpers.
- Hunter green Polartec uniform jacket is the required attire to be worn by students when weather dictates – no other jacket may be worn.
- Earrings may not be worn to school at any time.
- Uniform shorts may be worn for P.E.

Boys:

- Navy blue Dennis Uniform cotton twill pants.
- Pants must be worn belted at the waist.
- Over-sized shirts may not be worn.
- Shirts will be worn tucked in whenever students are in Church.
- Navy blue or khaki Dennis Uniform cotton-twill pants
- Navy blue or khaki Dennis Uniform walking shorts
- The uniform shirt is a monogrammed polo type shirt. It is available in green and/or white.
- The uniform shirt may be purchased in long sleeve or short sleeve style.
- Socks must be worn at all times.
- White or navy blue socks that are worn **above the ankle (CREW SOCKS)** and clearly visible above the top of the shoe are the only acceptable type of uniform sock.
- Hunter green cardigan or v-neck uniform sweater
- Navy blue sweatshirt with St. Agnes monogram (grades K-5)
- Caritas sweatshirts may be worn in 5th and 6th grade years.
- Gray sweatshirts are available for 7th graders.
- Special class sweatshirts are worn by 8th grade (color TBA).
- Hunter green Polartec uniform jacket is required to be worn by all students when weather dictates – no other jacket may be worn to school.
- Earrings may not be worn to school at any time.
- Uniform shorts may be worn for P.E.

Shoes (Boys and Girls)

Shoes are to be solid black or solid white in color, including soles. All tennis shoes must be low top (unless accompanied by a Doctor's slip) and must be the lace-type shoe. Velcro type tennis shoes may be worn if the strap is closed and secured. Failure to keep the Velcro strap attached and secured to the shoe will result in only being allowed to wear lace-type shoes to school for the remainder of the academic year.

Cold/Rainy Weather Apparel

Dennis Uniform Company is providing optional rainy weather apparel. A blue rain jacket may be purchased for the children to wear when the weather is rainy. This is optional apparel and not required wear but it is the only rain jacket that should be worn to school on rainy days. Only uniform sweatshirts can be worn in the classroom. Other colored sweaters or jackets may not be worn to school or during the school day. Colored or printed T-shirts or long sleeved shirts, or sweaters, may not be worn underneath school regulation shirts or blouses.

Belts

Without exception, uniform pants or shorts must be worn, at all times, with a belt. Should a student come to school without a belt, one will be provided for them to wear for the day by the school office. Please refer to the Consequences for Infractions section for details regarding the schedule of consequences for uniform violations.

Earrings

For reasons of health, safety, and uniformity, earrings of any kind may not be worn by students at school. This includes free dress/non-uniform days as well.

Personal Appearance and Accessories

Make-up is not permitted. Necklaces are prohibited unless they are religious in nature, i.e. a blessed religious medal or cross. Artificial nails may not be worn. Only clear nail polish may be worn on fingernails during school hours. For safety purposes, students may not wear earrings. Extreme haircuts are not permitted, i.e. dyed, bleached or highlighted hair. Any additional beading, feathers, or extensions may not be worn. Any bows or headbands must be white, navy blue, hunter green, black or uniform plaid. Haircuts with tails are not allowed and the length of a boy's hair must be short enough so as not to touch the shirt collar. A boy's hair length may not touch the eyebrows. Body piercing or tattooing of any kind is prohibited. All boys are to be clean-shaven.

In addition, any current fashion deemed extreme, inappropriate or unacceptable by faculty will be prohibited. Students are not allowed to have cell phones, headphones, or any other electronic devices on campus before, during, or after school hours for any reason. Should a student have any of these items found on campus, the items will be taken away and returned to the student at the end of the school year.

The school uniform should be kept neat and clean at all times. PARENT COOPERATION IN SEEING THAT THE UNIFORM CODE IS ADHERED TO IS NOT ONLY APPRECIATED BUT EXPECTED.

UNIFORM PURCHASING

All St. Agnes School uniforms are purchased through Dennis Uniform Company in Oakland. They are located on 130 Doolittle Drive, Unit 1, San Leandro, CA 94577, and can be contacted at 510-569-3811 or at 1-800-854-6951. You may also fax them at 510-639-7495 or order online at www.dennisuniform.com. Each year a uniform sale is held at school but when items are needed as the year unfolds, the uniform company should be contacted directly. St. Agnes School offers a “Used Uniform” program each year.

Used uniform items in good condition are available through the School’s Lost and Found program. Should you need any of these items, we suggest you contact the school office for the name and number where these used uniforms are available.

FORMAL UNIFORM

Formal Uniform for boys is as follows:

Dennis Uniform blue and khaki cotton-twill pants, Dennis Uniform green or white monogrammed polo shirt in either long or short sleeve. Hunter green cardigan or v-neck sweater may be worn when weather dictates.

Formal Uniform for girls is as follows:

Hunter green and blue Dennis Uniform jumper or skirt, Peter Pan collared white blouse (K-4) or green or white polo monogrammed uniform shirt, hunter green cardigan or v-neck sweater.

The formal uniform must be worn on days when we attend Mass, Prayer Services or experience special sacraments (i.e. Reconciliation). Formal dress must also be worn on all days when we have assemblies (i.e. PeaceBuilder Assemblies, Awards Assemblies, or any other special school assembly). Skorts and shorts may not be worn by anyone on formal dress days. Junior high sweatshirts may be worn as part of formal attire by 7th graders and 8th grade students may wear their special sweatshirts on formal days as well.

NON-UNIFORM DRESS CODE

The school uniform is worn each day unless specific permission is given for non-uniform dress. Tuesdays have been designated as non-uniform dress code days. On days when students are given “Free or Non-Uniformed Dress”, the following code will apply.

Do’s for Girls:

TOPS: Tee-shirts, polo shirts, blouses or sweatshirts

PANTS: Cotton twill, jeans, cords

SKIRTS/DRESSES: Appropriate styles

SHORTS: Walking length (no more than 2 inches above the knee – same measuring means for skirts will be used to determine length of shorts), cotton twill, tailored and hemmed denim shorts

SOCKS: For safety and health purposes, socks must be worn at all times.

SHOES: Footwear should be tennis shoes or hard-soled shoes. These types of shoes enable safe participation in P.E. activities as well as free play at recess and lunch.

Do's for Boys:

SHIRTS/TOPS: Tee-shirts, polo shirts, dress shirts, sweatshirts

PANTS: Cotton twill, jeans, cords, or slacks belted at the waist

SHORTS: Bermuda length

SHOES/SOCKS: Socks must be worn at all times. Appropriate styles of shoes suitable for P.E. should be worn.

The following clothing is not acceptable for non-uniform days:

- No skulls, crossbones, or gothic style attire
- No advertising or logos that carry inappropriate messages to students
- No clothing having suggestive slogans, pictures or words
- No cut-off shirts or cut-off shorts, jeans or sweat pants
- No baggies, jams or pajama-like pants
- No sagging pants or shorts. Pants must be worn at the waist, not on the hips or below.
- No earrings may be worn to school at any time.
- No spandex, leggings, aerobic, or tight-fitting clothing
- No short mid-body style shirts, mini skirts or tube skirts
- No sweat-suits or sweat pants
- No clothing with holes or rips
- No sandals, flip-flops, or open-toed shoes
- No tank tops, halters, tubes, spaghetti-strap tops, crop-cut blouses, “muscle” T-shirts, and mesh material tops
- No oversized clothing
- No baseball caps or hats may be worn by students on campus
- No gym wear
- No bicycle (Spandex “Bike”) shorts

CONSEQUENCES FOR INFRACTIONS

A uniform violation form will be sent home notifying parents of the infraction and a one dollar (\$1.00) fine will be given to the student. The money from these fines will be given to assist in the work for God’s poor and marginalized.

If a second such occurrence takes place, a notification will be sent home, a fine of \$2.00 will be levied and a ½ hour detention will be served. For each occurrence exceeding two, a fine of \$5.00 will be levied and a one-hour detention served.

IDENTIFICATION

All sweaters, jackets, lunches, books and book bags should be clearly marked with the student's name and grade. Lost items are placed in a Lost and Found Basket that is located outside of the school office. Frequent checking when items are lost is encouraged. Unclaimed items are given to the poor at the end of each trimester.

STUDENT CONDUCT

DISCIPLINE POLICIES

We believe all students have the right to a school environment that is peaceful and cooperative. Any disrespectful and/or disruptive behavior on campus or during a school-sponsored event will not be tolerated.

In order to guarantee all students at St. Agnes School the excellent school climate they deserve, the staff will notify parents when any inappropriate behavior or academic issue arises.

When the school year begins, the children's teachers will inform all parents, in writing, of the rules, rewards, and consequences that will be implemented in the classroom as the year unfolds. If any of this information is unclear, contact should be made with the appropriate teacher so that both parent and child understand the parameters under which they will be expected to function.

Parents are expected to support the efforts of the school in establishing and maintaining student discipline. Since parents are the primary educators of their children, teachers need to feel that this is a collaborative effort between home and school. When parents work with teachers and support their efforts, children are more successful and responsible. Undermining the credibility of the teacher with inappropriate comments or suggestions needs to be avoided. Likewise, parents are encouraged to share information with the classroom teacher regarding individual family situations which could affect the child's progress and/or behavior while at school.

The behavior code set forth in this handbook is intended to help create an atmosphere conducive to learning. The staff and parent volunteers will enforce these codes and the school will communicate serious violations to the parents.

The students, for their part, are responsible to obey all the school rules as well as respect their teachers, yard supervisors, and each other. Each student will be expected to put forth the necessary effort to learn to the very best of his/her ability.

Since we wish to reward students for their good behavior, communications in the form of parent notices will also be written by the teachers to inform you of your child's good behavior or academic success. In lieu of a telephone call, a written notice may be another form of communication that will be used by the teachers.

CODE OF DISCIPLINE

The children are expected to respect and obey all forms of authority, i.e. teachers, substitute teachers, instructional assistants and yard duty personnel, office personnel, field trip parents, etc. The teacher is to bring to the attention of the child's parents any problems which may warrant disciplinary action. **SUPPORTED BY THE PRINCIPAL, THE TEACHER IS THE PRIMARY SCHOOL DISCIPLINARIAN.**

It is the responsibility of all students at St. Agnes School to do the following:

- Obey the rules of the school
- Follow the school's prescribed course of study
- Arrive at school on time
- Respect and respond to the authority of their teachers and all other personnel
- Follow the Technology Acceptable Use policy both at home and at school
- Be courteous
- Respect the rights and property of others
- Refrain from writing in books or on walls, desks or other property of the school

The following rules have been implemented to gain maximum cooperation from the students:

- a. Follow the directions the first time given from anyone in charge.
- b. Fighting, swearing, teasing, name-calling or responding disrespectfully to peers or adults is not tolerated.
- c. Obey all classroom rules.
- d. No throwing of objects in the classroom.
- e. Complete all classroom and homework assignments on time.
- f. Follow the uniform requirements.
- g. No gum chewing is allowed on campus. Violation is subject to \$1.00 fine for each infraction. Money collected from gum chewing violations will be contributed to the work of the poor.
- h. All books must be covered for the entire school year. Students who write in "non-consumable" books or damage them in any way will be charged a fee or pay the entire cost of replacing the text depending upon the amount of damage to the book.
- i. Fees will be levied to cover the cost of damage to any school property.
- j. All 7th and 8th grade students are eligible to attend dances each year. In order to do that, they must maintain grades of 2 or above in conduct in all academic areas each trimester.
- k. Use technology in a respectful and responsible manner both in school and at home. Refrain from using any kind of language that demeans or destroys another person's reputation.

It is recognized that the vast majority of children at St. Agnes School are cooperative and eager to learn. All students are expected to treat each other with respect and kindness and follow the stated school rules.

St. Agnes School strongly believes in a positive approach when working with children and thus attempts to always model that attitude. Occasionally, there may be a few children who experience difficulty following school expectations in either the area of behavior and/or academics. Should that occur, the school personnel will attempt to deal with those students in a timely and fair manner.

The teachers and staff of St. Agnes School realize that children need to feel good about themselves and about their school experiences. We believe in the importance of helping all the children feel successful about their work and good about themselves. We wish to acknowledge the efforts of children as well as promote their continued good behavior.

PLAGIARISM

The Random House dictionary defines plagiarism as “the unauthorized use or close imitation of the language and thoughts of another author and the representation of those words as one’s own original work.” In shorts, it is the unearned credit taken for a piece of work through a false claim of ownership. Whether intentional or unintentional, the failure to include quotations or give the appropriate recognition to the original author is a violation of the law as well as a violation of the ethical behavior expected of a St. Agnes student.

While plagiarism has a centuries-old history, the development of the Internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier. In today’s world, one has only to copy and paste text from one web page to another.

Because of the seriousness of plagiarism, and the fact that we want our students to create their own style and work ethic, the following actions have been put into place. These actions will affect the student’s grades if plagiarism is discovered whether that plagiarism is intentional or unintentional in nature.

1. **First offense** will result in a failing grade of 0% on the particular assignment. A parent/teacher conference will be held to inform the parent of the offense.
2. **Second offense** will result in a failing grade of 0% on the particular assignment and suspension for 2 days. Suspension results in a student being unable to receive any credit for assignments in all curricular areas.
3. **Third offense** will result in a failing grade of 0% on the assignment and a suspension of 5 days. Again, any suspension carries with it a “no credit” for every curricular subject for the entire period of the suspension.

CYBER-BULLYING

By definition, cyber-bullying is the deliberate, repeated, and hostile behavior of an individual or group that is intended to harm others using communication technologies. Cyber-bullying can be as simple as continuing to send e-mails to someone who has

requested that no further contact be made by the sender or it can include threats, sexual remarks, or pejorative labels. Cyber-bullying may disclose a victim's personal information on websites. It may also attempt to assume the identity of a victim for the purpose of publishing materials in their name that can defame or ridicule them.

A person who behaves in this manner using technology and cyber-space to inflict harm on another person is called a "cyber-bully". Cyber-bullies send threatening and harassing e-mails and instant messages to victims. Some cyber-bullies post victims' photos or victims' edited photos with defaming captions or pasted faces onto nude bodies, etc. The types of unacceptable activities and behaviors of young people in cyber-space are too numerous to list.

St. Agnes School students sign a "Technology Ethical Use" form. Because all types of cyber-bullying activities are against all that we teach and stand for as a faith-based Catholic institution, students will be held accountable for their choices. There will be zero tolerance for any type of bullying through the use of technologies in or out of the school day and school environment.

Students who participate in cyber-bullying will face serious consequences. The consequences for such behavior are simple and straightforward. They are listed below:

If a student is reported or found to be involved in cyber-bullying other individuals, he/she will be immediately suspended from school for a period not to exceed 5 days.

- All credit for work in all subject areas will be given a "0" grade.
- A parent conference between teacher, administration, student and parent will take place immediately.
- The cyber-bullying behavior of the student will be documented and kept on file by the administration until such time as the student graduates from the school.

Should a student be found continuing the behavior of cyber-bullying (second offense), the following will apply:

- A parent conference between teacher, administration, student and parent will take place to inform the parents of the repeated behavior.
- The student will be immediately expelled from the school.
- The reason for expulsion will be listed on the report card. The term expelled will be indicated on the report card as well.
- Prior documentation indicating cyber-bullying behavior will be attached to the materials of transfer.

CONSEQUENCES

REWARDS/PRIVILEGES

Rewards are compensations given to students in order to recognize their good efforts on behalf of their classroom or larger school community. Teachers are encouraged to help children realize the importance of good behavior. Students may be recognized by the classroom teacher and receive awards or other kinds of recognition for their good classroom behavior at the discretion of the individual teachers. Written notices may also be given to advise parents of any good behavior and/or work that is being achieved in the classroom by the student.

Students are acknowledged as “Children of God” on a weekly basis according to the anniversary date when the Sacrament of Baptism was conferred. This activity recognizes and celebrates their baptismal birthday. Because of the importance of this special Sacrament, we encourage each family to celebrate this day as you would celebrate their chronological birthday.

LOSS OF PRIVILEGE

Attendance on field trips or other school sponsored activities and non-uniform dress days are privileges and not rights. A student’s ability to participate in these activities may be revoked for violations of school rules.

RESTITUTION FOR DAMAGE TO SCHOOL PROPERTY

Restitution to damaged books or property will be required. Fees will be levied against the student to cover the cost of the actual damage or any replacement costs.

PARENT NOTICE

Parent Notices are given to students by the teachers and staff. The purpose of these notices is to bring to the attention of the parent either the behavior or work that may be or is contributing to the child’s inability to learn or interfering with the teacher’s ability to instruct.

When a student chooses to break a rule, he or she will receive a Parent Notice. If your child receives such a notice, the form must be signed at home and returned with the child to school the next day. If the slip is not returned the next day, the child will contact the parent at home or work by phone. A consequence for receiving a Parent Notice may earn the student one afternoon of detention.

DETENTIONS

Detention will be held each Thursday from 3:05 p.m. to 4:05 p.m. Students in Kindergarten through 4th grade will serve a ½ hour detention and students in grades 5th through 8th will serve a one hour detention. Detention will be served on the first Thursday after the infraction.

STUDENT BEHAVIOR CONTRACT

St. Agnes School believes that everyone has the right to an education and that no one has the right to interfere with another's ability to learn. Because we seek to create an environment in which learning can take place for everyone, we believe it is very serious when a child continues to demonstrate the kind of behavior that is considered to be either inappropriate or unacceptable. Therefore, students who repeatedly choose to break school and/or classroom rules may be placed on a Student Behavior Contract to facilitate appropriate behavior and/or establish a system to help them better control themselves.

After the third parent notice with a detention related behavior in an academic year, a conference with the parents, teacher, student and principal will occur. A Student Behavior Contract will be created. This contract will state the behavior expectations and consequences for the student. If the Student Behavior Contract does not bring about a change in the unacceptable behavior or attitude of the student the following may result:

1. A suspension from school for a specified period of time.
2. After two suspensions, further infraction of the rules may result in expulsion.

SUSPENSION

Suspension is a temporary action in which the student is denied admission to their classes and the school grounds. Suspension is a very serious action. Students may be suspended, at the discretion of the Principal, for a period not to exceed five school days. Once suspended, a student can return to school only after a conference is held between the teacher, principal, and the parents. Fighting and the use of vulgar, inappropriate language is a cause for immediate suspension. Students who are suspended will receive a zero on each assignment and will not be permitted to make up the work missed or retake any tests given while on suspension.

The following offenses can result in the suspension of a student from St. Agnes School:

- a. Actions gravely detrimental to the moral or spiritual welfare of the students.
- b. Continued disobedience or consistent violation of school rules.
- c. Open, persistent defiance of the authority of any school employee.
- d. Habitual use of profanity or vulgarity.

- e. Assault or battery or any threat of force or violence directed toward any school personnel or student and their property or towards school property.
- f. Theft.
- g. Cheating on tests or class work.
- h. Any other serious or unacceptable behavior.
- i. Laser pointers may not be brought to school or be in the possession of any student while attending a school related function. Therefore, students having laser pointers in their possession may be suspended.
- j. Any behavior thought to be harassing or a form of harassment in nature.
- k. Inappropriate use of technology that could affect the good reputation of another student while at home or school.

EXPULSION

Expulsion is a permanent action in which the student is denied complete admission to classes and the school grounds for the remainder of the school year.

The following offenses committed by students while under the jurisdiction of the school or any behavior, while not under the direct jurisdiction of the school, but which in nature can damage the good reputation of the school in the community can be a reason for suspension and/or expulsion:

- a. Smoking and/or possession of tobacco on school premises.
- b. Use, sale, distribution or possession of narcotics, alcohol, or any drugs on campus or at any school related activity or function.
- c. Vandalism of any type to any school property.
- d. Habitual truancy.
- e. Being in possession of any kind of weapon or dangerous instrument on campus or at any school related function.
- f. Making threats to students or adult personnel while on campus or at an off-campus activity.
- g. Engaging in any kind of harassing type of behavior and/or activity.
- h. Inappropriate use of technology that could affect the good reputation of another student while at home or school.

In all cases, it must be remembered that we are dealing with an individual child and individual problems. There may exist complex issues of a personal nature that must be taken into consideration. The teachers and/or adults involved may be privy to confidential information in certain situations and that knowledge could come to bear on the resolution of the issue. St. Agnes School always strives to determine what is in the best interests of the student while acting in a manner that is guided by compassion, justice, and love. To that end, there exists a Discipline Committee to help resolve sensitive and/or reoccurring issues.

COMMITTEE OF DISCIPLINE

A committee for discipline can be convened at the principal's discretion. This committee will be comprised of teachers and staff. It will deal with the discipline issues

of any student whose recurring behaviors are considered inappropriate. This Discipline Committee will be comprised of the principal, assistant principal, the classroom teacher and a faculty advocate selected by the student. The Discipline Committee would meet when a student consistently demonstrates an inability to follow established policies and receives repeated parent notices regarding the same behavior. It will serve as the final recourse in deciding the proper disciplinary procedure to be implemented for the student.

STUDENT HARASSMENT POLICY

The schools of the Diocese of Oakland prohibit any form of harassment of students as well as by students whether verbal, physical, environmental, or sexual. It is a violation of Diocesan policy for any employee or agent of the Diocese to harass a student or to practice discrimination of any kind. It is also a violation of this same policy for a student to harass another student in any manner or to discriminate against them. Therefore, students harassing or discriminating against students is strictly prohibited.

By definition, harassment is any conduct that has, as its purpose or effect, the unreasonable interference of a student's performance. It could also include any behavior that creates, or had the potential to create, an intimidating, hostile, or offensive environment for another student.

The school's harassment policy prohibits student-to-student harassment whenever it is related to school activities or attendance and occurs at any time including, but not limited to, any of the following:

- a. While on school grounds;
- b. While going to or coming from school;
- c. During the lunch period whether on or off campus;
- d. During or while going to or coming from a school sponsored activity or event;
- e. The inappropriate use of technology / Internet either at school or at home. This includes, but is not limited to hacking, accessing or sharing information deemed sensitive, vulgarity, or the impersonation of another student.

A copy of the formal complaint procedure is contained in the Diocese of Oakland School Department's Administrative Handbook. At an informal level, complaints may be reported to the school counselor, principal, or assistant principal. Written complaints may also be filed at the office of the Principal or his/her designee. Complaints should be presented in written form to the site administrator. The Diocese of Oakland forbids any type of retaliation against anyone who reports sexual harassment or who participates in the investigation of such a report.

A student participating in any type of harassment, depending upon the seriousness of the behavior/complaint, will immediately be suspended while the action is being investigated. A student could also be expelled for harassing another student.

HOME-SCHOOL COMMUNICATION

EMERGENCY CARDS

In case of illness or injury, a child may never be sent home unless there is someone to receive him/her. In case you cannot be reached and wish another person to care for your child, this must be indicated on the Emergency Card. Two local people, other than parents, must be listed. CHILDREN WILL ONLY BE RELEASED TO AUTHORIZED INDIVIDUALS. SAID AUTHORIZATION MUST BE IN WRITING. It is vital to keep this information up to date at all times. Any neglect to do so may cause unnecessary delay in helping your injured or sick child receive necessary care. It is permissible to list on the back of the Emergency Card the names and numbers of any other individual who may be contacted in the event of an emergency.

PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences will be held at the end of the first trimester in October. Appointment times will be arranged through the use of a sign-up sheet which will be posted outside the school office before and after school.

Throughout the year the classroom teachers may find it necessary to request further conferences. This can be done through either a written note or a telephone conversation. Each grading period, the teachers and support staff will send home a comprehensive progress report which will also communicate any areas of concern.

A child's success relates directly to the quality of parent and teacher communication. It is recommended, therefore, that whenever you have a question or concern regarding your child or their progress you contact the school office so that an appointment can be made between parent and teacher. It is never acceptable to come to the classroom during the instructional day to discuss a student or a problem. That type of conference needs to take place before or after school hours.

The principal is available to discuss areas of concern or questions regarding policy **only after the parent has spoken with the appropriate teacher.** Please be advised that parents will be referred to the teacher prior to an appointment being made with the principal. Conferences can also be set up between teacher, principal and parent, if so desired.

TEACHER APPOINTMENTS

Parents are encouraged to consult with the appropriate teacher whenever a question, difficulty or misunderstanding occurs concerning their child. We suggest that an appointment be made with the teacher as soon as possible after an incident occurs. Appointments can be made through the office or by sending a note requesting such an appointment to the classroom teacher. School rules require that no one go to a classroom

to confer with a teacher during the school day. If contact is made through the school office, the teacher will attempt to respond within 24 hours of the call.

PRINCIPAL APPOINTMENTS

Appointments to see the principal may be made by calling the school secretary. THE PRINCIPAL SHOULD BE APPROACHED ABOUT CLASSROOM DIFFICULTIES ONLY AFTER THE TEACHER OR CONCERNED PARTIES HAVE BEEN CONSULTED.

FAMILY ENVELOPES

Each Wednesday of the school year, a large envelope is sent home with the youngest registered child of each family. It is called the "Family Envelope". The Family Envelope contains valuable information regarding the school and the parish. Please ask your child for the envelope each Wednesday and return it to school on Thursday. You may send tuition, notes, or lunch orders, permission slips, SCRIP orders, etc., in this envelope. We request that cash payments for tuition and SCRIP orders not be sent with the child in the Family Envelope. Rather, we would appreciate that all cash payments be brought to the office, by an adult, so that a receipt can be immediately given for the amount received.

REPORT CARDS

Report cards are given three times a year in grades Kindergarten through 8th. The grading system is as follows:

Grades 3rd through 8th:

A	95 - 100
A-	90 - 94
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 67
D	63 - 66
D-	60 - 62
F	59 and below

Grades K through 2nd:

- 1 – Very Good
- 2 – Satisfactory
- 3 – Needs Improvement
- 4 – Unsatisfactory

Students in grades 1st through 8th are given marks for their conduct, homework and effort as well. In grades 3rd through 8th, students receive the following for behavior:

- 1 – Very Good
- 2 – Satisfactory
- 3 – Needs Improvement
- 4 – Unsatisfactory

If the teacher feels that the best interests of the student dictate a conference, the parent will be contacted. Should the parent feel that a conference would be valuable, the teacher should be contacted for an appointment. If the student or parent feels that a grade has been given in error and wishes to challenge the grade, it must be done within a two week time period or the grade will stand as given. A consideration for grade change does not necessarily indicate that the grade will be permanently changed.

GENERAL INFORMATION

ABSENCES

It is important that students be present for all school days. Absences for non-medical reasons are inadvisable. When families elect to take vacations or family trips during regular school time, teachers will not provide class work or make up assignments to accompany them on these unexcused trips and/or vacations. Parents who plan vacations when school is in session are responsible for the academic loss to their child. Even if the work or tests could be made up, this cannot compensate for the lost classroom instruction. It cannot be expected that teachers will re-teach or retest the work your child has missed.

When your child is absent from school, it is necessary that a written excuse accompany the child upon return to the school. These excuses should be written and signed by the parents or guardians of the child. You are asked to contact the school prior to 9:00 AM on any day your child is unable to attend school. If the school does not receive notification of the absence, the secretary will call home to verify the child's absence. Please observe the following request: if your child is absent from school for any reason, they need to stay off campus until they have formally returned to class. A child who was ill in the morning should not be observed on campus in the afternoon if they were unable to attend school that day.

By law, "excessive absence" is defined as being absent from school for ten (10) absences per trimester or a total of thirty (30) days per school year. Whenever a student arrives after recess he or she will be considered a half day absent.

Excessive absences, even if necessary and excused, may be grounds for decreased credit or disciplinary action at the discretion of the Principal. An accurate record of all absences, whether full day or half day, will be recorded in the school register.

It is essential that your child be in school whenever possible. The daily school schedule allows that you make necessary medical or dental appointments on minimum days or late afternoons after school has been dismissed. We appreciate your cooperation when scheduling medical appointments. All medical and dental appointments scheduled during the normal teaching day need a medical excuse from the physician upon the child's return in order for that appointment to be an "excused" absence.

TARDINESS

The school day begins each day when the first bell rings at 7:55 AM. Children are considered tardy after the second bell rings at 8:00 AM. When a child is tardy, they should be accompanied to the office by the adult who brought them to school and signed in at the office. A late slip needs to accompany the child into the classroom.

Excessive tardiness is being late four (4) times per trimester, or a total of twelve (12) during the school year. Consequences for excessive tardies per trimester are as follows:

- **4th tardy** -- will result in detention to be served by the student
- **5th tardy** -- will result in the parent working an additional Saturday work party. This work party will be done under the supervision of the Maintenance coordinator.
- **6th tardy** -- \$25.00 fine per tardy thereafter and loss of extra school activity (i.e. field trip, dance, school party, etc.)

BICYCLES

Bicycles are to be locked in the schoolyard. According to California State law, any person riding a bike is obliged to walk his/her bike onto the school property. Also, according to California law, a child must wear a helmet when riding a bicycle. If bicycles are not walked in and out of the yard, a warning will be issued to the student. A second warning will result in the student not being allowed to ride his/her bicycle to school for a specific period of time.

EDUCATIONAL TRIPS

Educational field trips are planned as part of the school's instructional program. A field trip is a privilege afforded every child, not a right. Therefore, a student's attendance on a field trip may be revoked for inappropriate behavior or poor academic grades. A permission slip must be turned in to the classroom teacher at least 3 days prior to the day of the trip in order for the child to participate. Parents must send a signed permission slip for each field trip the child attends. Handwritten letters, notes, or telephone calls giving permission are not acceptable. On all field trips, the parent assumes total liability and releases the school from any such liability.

Whenever possible, St. Agnes School will use buses to transport children on field trips. When this is not possible or practical, a special form must be filled out by all parent drivers. Copies of a valid California driver's license, a minimum insurance policy of \$100,000.00 to \$300,000.00, the car license number and description of the car as well as proof of said insurance are required and must be given to the classroom teacher prior to the day of the trip.

Any child whose weight is under 60 pounds, or is not yet 6 years of age, must bring his/her own booster seat. All children must use seat belts, and in cars that have airbags engaged, children weighing less than 125 pounds may not sit in the front seat.

Parents have the right to refuse permission for their child to attend a particular field trip. In such a case the child is required to be in attendance at school and written work will be provided for him/her to complete.

According to the policies of both the School Department and the Diocese of Oakland, only the students enrolled in the particular class may attend a school-sponsored field trip. Other siblings may not accompany the parent on school field trips.

The Parent Permission Form is included and can be found on one of the last pages of this handbook.

EARTHQUAKE / EMERGENCY DISASTER

Parents are required to fill out an Emergency Dismissal Form. It is important that parents be familiar with the school's Emergency Disaster Policy. In the event of a serious disaster, all students will be retained at school until dismissed to the care of an adult who has been designated by the parent to pick up the particular student. In order to provide safety for all, children will not be released to any adult who is not listed on the Emergency Dismissal Form. It is very important that those individuals whom you would entrust with the emergency care of your children be listed on the Emergency Dismissal Form. It is recommended that you check with the school office to make sure your information is current and correct.

When picking up your child, use the school side entrance and report to the designated outside pick-up area. Remain in your vehicle and your child/children will be brought to your car.

The school has a cellular telephone available for emergency purposes. This will be used to access emergency information as well as secure the dispatching of emergency vehicles, if needed, to the school premises.

Turn on the radio/TV and follow instructions for the civic community. For the sake of communication, St. Agnes School will follow the local public school district's decision.

Turn the channels to any of the following locations for current information/news:

RADIO:

KCBS	865 BATTERY STREET, SAN FRANCISCO	415-765-4000
KGO	900 FRONT STREET, SAN FRANCISCO	415-954-7777
KNBR	1700 MONTGOMERY, SAN FRANCISCO	415-995-6800

TV:

CHANNEL 7	900 FRONT STREET, SF	415-954-7777
CHANNEL 5	855 BATTERY STREET, SF	415-362-5550
CHANNEL 4	1001 VAN NESS AVE., SF	415-441-4444
CHANNEL 2	2 JACK LONDON SQUARE, OAK.	510-834-1212

Call the following numbers for information about your child/children:

Parish Church:	925-689-0838
Red Cross:	914-603-7400
CCD Office:	925-689-3757
Day Care:	925-689-0711

DO NOT CALL THE SCHOOL NUMBER so that the phone may be free for out-going calls only.

FACULTY MEETINGS

Faculty meetings are held on Wednesday afternoons at 3:20 p.m. On minimum days, all classes will be dismissed at 12:30 PM to accommodate special staff meetings, grade level articulation and/or teacher in-services.

HOMEWORK

Homework is assigned on a daily basis to foster habits of independent study and to reinforce learning. Parents are encouraged to discuss with their son or daughter the importance of homework and the necessity of completing it in a timely manner. St. Agnes School follows the Diocesan guidelines regarding daily homework, which are as follows:

Grades Kindergarten – 1 st	20 – 30 minutes nightly
Grades 2 nd and 3 rd	30 – 45 minutes nightly
Grades 4 th and 5 th	45 – 60 minutes nightly
Grades 6 th – 8 th	60 – 120 minutes nightly

From time to time, long-range assignments may be given and parental supervision is recommended to help the child complete the task as assigned. If confusion exists regarding the teacher's criteria or requirements, it is advisable that the parent contact the teacher as soon as possible to avoid frustration for the student and delays in completing the work as assigned.

SCHOOL LUNCH

A school lunch program is available throughout the year. Students may purchase lunch for \$3.25 per day. Lunches must be paid for in advance on a weekly basis. There will be no daily food sales available. Students may also bring lunch from home. Parents should make certain that their children have a nutritious lunch. Fast food should not be brought to school at lunchtime. If this occurs, the child will eat in the office as it causes such a distraction to the other children.

LIBRARY

Each class has a regularly scheduled time to go to the library. Students in Kindergarten through 4th grade may borrow one or two books at a time. Students in grades 5th through 8th may borrow up to four books at a time. Books may be borrowed for a one-week period, renewable once, as long as the book is not on reserve. A 25 cent fine per day is charged for each overdue book. If the book is overdue for one month, a bill will be sent home for the cost of the book.

LOST AND FOUND

The school is not responsible for lost or damaged items. Students should only bring items necessary for the regular learning experience. **TOYS SHOULD NOT BE BROUGHT TO SCHOOL.** Any found item should be turned into the office and all lost and found articles are to be claimed in the office. Lost clothing can be claimed daily outside the school office. All unclaimed articles are donated to charity at the end of each trimester.

MEDICAL APPOINTMENTS

When picking up a child for an appointment, please come to the school office and sign an early withdrawal slip. The slip should be taken to the classroom, given to the teacher, and the child will then be released. Upon return, students must be signed in through the office prior to returning to class. **MEDICAL SLIPS SIGNED BY THE DOCTOR OR DENTIST ARE REQUIRED IN ORDER FOR A CHILD TO NOT BE MARKED ABSENT OR TARDY.**

MEDICATIONS

MEDICATION CAN BE ADMINISTERED BY SCHOOL PERSONNEL ONLY WITH WRITTEN CONSENT FROM PHYSICIAN.

If a child must have medication during the school day, the following procedure is to be followed:

1. A signed release from doctor or parent must be on file stating the medication and dosage to be given.
2. The child must come to the office for medication which has been provided by the parent or guardian.
3. A child's medication will be identified by office personnel and then be administered to the child in the presence of an adult supervisor.
4. Children may not be sent to school with any medication to be kept on their person. Parents must bring all medication into the school office personally.

5. All medications need to be picked up from the office by the end of each school year.

ILLNESS

A child must be fever free without medication for at least 24 hours before returning to school, according to County Health Department regulations.

PARENT INVOLVEMENT

Parents participate in the following services: library, hot lunch program, room parents, athletics, health program, Development Committee, School Board, PACE Board, fund-raisers, socials, etc. Each family is required to give 40 hours or more (20 hours for single parents) per year. Parents are required to fulfill all job assignments for which they volunteer even if they exceed the required 40 hours. Included in the 40 hours of service is a 4-hour mandatory maintenance work party per family. A fee of \$50.00 per hour will be required for any portion of unserved hours.

Each family will receive volunteer vouchers. It is the parents' responsibility to obtain the signature of the activity coordinator and to return the voucher to the office for record keeping purposes. Completed vouchers must be turned in within 30 days of the event. Failure to do so may render those hours unacceptable. If possible, half of the required hours should be served in the first half of the year and the remaining hours served prior to May 1st. If needed, additional vouchers can be obtained in the school office.

State law requires that there be a current TB Tine test on file for any volunteer who participates in the classroom, hot lunch program, library, or any activity of 10 hours or more per month. TB Tine tests are good for a two-year period in Contra Costa County.

PARENT ASSOCIATION (PACE)

St. Agnes School has a Parent Association called PACE (Parent Association for Catholic Education) which meets on the second Tuesday of each month. The purpose of this association is to help coordinate the fundraising efforts and social activities of the school. The PACE organization will sponsor two education evenings in which topics current to parenting will be addressed. All parents of St. Agnes School are members of the PACE organization. There is an annual fee of \$35.00 per family charged by PACE. This fee is billed to each family's account and is due and payable with the first month's tuition.

STUDENT COMMUNITY SERVICE HOURS

Every 6th, 7th, and 8th grade student is required to perform service hours. These hours can be done for the school, the parish, a PACE sponsored activity, or with prior teacher approval, a broader community function. Sixth grade students are expected to perform a minimum of 20 hours of service, 7th grade students a minimum of 25 hours of service and 8th grade students a minimum of 30 hours of service. All hours must be earned within a 12 month period and may begin prior to the conclusion of school in May.

PARKING PROCEDURES

DROP OFF in the A.M.

Side A (School Side): Open before school for drop off only. Traffic to flow in and out of same gate. For the safety of all – **Right Turn Only!**

Side B (Church Side): Cars enter from Chapel side of church. Please proceed around the church towards the Ministry Center to the crosswalk drop off area where children may exit the vehicle. Cars may use designated slots in which to park and then walk children across to the schoolyard. Upon exiting at the Ministry building, drivers may turn left or right.

PICK UP in the P.M.

Side A (School Side): There is no pick up in the front parking lot of school.

Side B (Church Side): Enter at the far end of the property (Chapel side) and drive around forming 3 lines parallel to the school. Please remain in your car. Children may approach vehicles once the traffic supervisors give the appropriate signal. Upon exiting the school lot, you may turn either right or left.

Children may also be picked up from the porch area and walked to cars parked in designated parking slots. Please park cars in designated parking slots only. Parking on Chestnut Avenue should be avoided at all times for safety reasons.

SCHOOL SCHEDULE

School begins at 8:00 AM and concludes at 3:00 PM daily.

Notification of schedule changes can be found in the family newsletter and on the monthly calendar. Since the faculty and staff are involved in meetings on most minimum days, the children should not be on the school grounds after 12:45 PM as supervision cannot be provided. Supervision is provided before school at 7:45 AM.

Children should not arrive on the school grounds before 7:45 AM except when enrolled in the Extended Care Program (Kid’s Club). Children enrolled in Kid’s Club may arrive as early as 7:00 AM. Children who are dropped off at school prior to the 7:45 AM yard supervision time will be sent to Kid’s Club and a bill for services will be sent home. On regularly scheduled days, when school is dismissed, any child still on the grounds past 3:15 PM will be taken to Kid’s Club as we do not wish to endanger their safety by allowing them to remain on the grounds without supervision. A bill for services will be sent home. Minimum day schedule is from 8:00 AM to 12:30 PM.

The regularly scheduled **Monthly Mass** will be celebrated as a school Mass. These monthly Masses are scheduled for the first Friday of every month and will be celebrated at 1:30 PM in the Church. This will allow for greater flexibility as well as providing the opportunity for more of the children’s adopted priests to join us for Mass.

Daily School Schedule:

All Grades	School begins	8:00 AM
Grades K-5	Recess	10:00 – 10:15 AM
Grades 6-8	Recess	10:15 – 10:30 AM
Grades K-5	Lunch	12:30 – 1:10 PM
Grades 6-8	Lunch	12:40 – 1:10 PM
All Grades	Dismissal	3:00 PM

Minimum Day Schedule:

All Grades	School begins	8:00 AM
All Grades	Dismissal	12:30 PM

STUDENT GOVERNMENT

The student government program gives the children the opportunity to use and develop the skills of self-government. The present form of student government consists of the following elected officers: President, Vice-President, Secretary, Commissioners of Religious Affairs, Ecology, Athletics, Spirit, Publicity, Community Outreach, Liturgy and School Safety. There are two class representatives from grades 4 through 8. These elected officers work under the direction and guidance of a Staff Moderator. The Student Council must obtain final approval on all projects and activities from the principal and school faculty.

VISITOR PASSES

Visitors must sign in and obtain a visitor pass from the school office. This pass should be worn during the entire duration of the visit.

WEBSITE

St. Agnes School has a web page. Each week reference is made to new information available on the web page in the family newsletter. The school's website can be found at www.stagnesconcord.com. Web pages exist for every grade so that parents can access the site for information, activities, weekly assignments, etc.

ACCREDITATION

St. Agnes School is an accredited institution of learning. The school is accredited through WASC (Western Association of Schools and Colleges) and WCEA (Western Catholic Education Association).

In order to secure accreditation, St. Agnes School participates in an in-depth self-study process which takes over a year to complete. A committee of six to eight individuals come to the school site and spend four days in observing, interviewing and discussing the school and its curriculum. During the committee's visitation, classrooms are observed, members of the community are interviewed, data is gathered, discussion is held, and meetings for review and clarification are scheduled. The end result is a written recommendation made by the Visiting Committee to WASC and WCEA agencies to give or deny accreditation for a period of one to six years. This recommendation is then reviewed by WASC and WCEA. Approximately 3 to 4 months after the formal visitation, a final accreditation is received by the school.

During the term of accreditation, written progress reports for site improvement are submitted annually to the Diocese as well as to WASC and WCEA. St. Agnes School has been an accredited school for the past 24 years. Because of the dedication of its staff, the school can proudly boast that it has always received the maximum 6 year accreditation.

At the front of this handbook can be found the school's Student Expectations. These expectations are a part of the WASC process. St. Agnes School is committed to ensuring that when a child graduates, he or she will be a faith-centered Catholic, proficient communicator, and conscientious student who is academically prepared to meet the challenges of high school.

EXTENDED CARE PROGRAM

"KID'S CLUB"

The Extended Care Program (Kid's Club) serves families who desire parochial school education and supplementary before and after school care. Children in the program are allowed to experience a rich diversity of growth activities within a Catholic environment. The activities have been professionally planned to complement the philosophy and value systems of the school and family. The goal is to provide a safe and happy place away from home.

SCHEDULE

The program is located in Cauchi Hall and operates each school day from 7:00 – 8:00 AM and from 3:00 – 6:00 PM. On the scheduled minimum days, Kid’s Club will be provided from 12:30 to 6:00 PM. Because the program is an extension of the regular school day, it is not available on school holidays and/or during vacation periods.

The Kid’s Club schedule follows the regular school calendar. For exceptions refer to the school calendar.

A typical schedule for Kid’s Club might resemble the following:

3:00 - 3:30	Snacks
3:30 - 4:00	Outdoor activity (weather permitting)
4:00 - 5:00	Homework and/or study time for students in 1 st -8 th Quiet time for Kindergarten students
5:00 - 6:00	Free play, organized crafts, movie

Absences

Arrange for someone to pick up your child if your child is ill.

Please send a note to the program supervisor if you know in advance that your child will be absent from the program for any amount of time.

Children will not be allowed to leave Kid’s Club without express written permission from the parent and only for activities supervised by an adult.

Pick up procedure

All children in the program must be signed out by a parent, guardian or responsible adult on file. Advanced written permission must be provided should someone else pick up a child.

ENROLLMENT

All enrollment forms must be completed and signed prior to admission. Upon enrollment for the school year, a non-refundable annual registration fee of \$30.00 per child will be charged. This fee will be applied to the purchase of materials used in the program.

In order to plan activities, we must have a monthly schedule for all children who use the program on a regular basis. You will need to inform Kid’s Club by the last week of the month of any changes for the following month.

FEES AND PAYMENTS

Fees are \$4.00 per hour per child. Children dropped off without 24-hour prior notification from parents will be charged at a rate of \$5.00 per hour. Billings are per each hour, and any fraction thereof. There will be a one-hour minimum charge. If payment is not received within 15 days of the billing date, you will be charged a \$25.00 late fee. Any returned checks are also subject to a \$25.00 charge. Since our Kid's Club operations end at 6:00 PM, a fine of \$6.00 per minute will be charged for any children left after 6:00 PM.

Payments should be made separate from the regular school tuition and should be given to the program supervisor or sent to the school office. Checks should be made payable to St. Agnes School.

Insurance

Because Kid's Club takes place during the normal school year as an extension of the school day, the children are covered under the regular school time policy.

Late Policy

As previously stated, if your child has not been picked up by the time of closure, an authorized person will be called and a late charge of \$6.00 will be made per minute after 6:00 PM. Three infractions may result in termination of your child's enrollment in the Kid's Club program.

ACTIVITIES

All children enrolled in the program are expected to participate in the following activities. These activities include:

- Opportunities for organized games
- Outdoor recreation
- Crafts/holiday activities
- Homework time
- Nutritional snack

Snacks

Snacks will be provided on a daily basis. On minimum days students are expected to bring their own lunch. Please do not send candy or sweets.

BEHAVIORAL EXPECTATIONS

The children are expected to follow the direction of the Kid's Club staff at all times. They are expected to be courteous and respectful to one another. If children violate the posted rules, the supervisor will ask for a parent conference. The supervisor will notify the principal. The principal may suspend the child from the program for a time and if the behavior continues to be a problem, the child may be asked to leave the program.

Reasons for suspension from Kid's Club are the same as for the regular school program. They are outlined at the beginning of this handbook under Student Conduct, in the Suspension section.

Miscellaneous

Children are requested not to bring gum, candy, money or toys to Kid's Club. The school and the Kid's Club program will not be responsible for the loss or breakage of anything brought to school.

When the children change from uniform to non-uniform attire, the free dress code applies. Refer to the uniform section of this handbook for the acceptable non-uniform dress code.

Parent Conferences

There will be no regular conferences for those children in the Kid's Club program, but the supervisor may be contacted for an appointment. Daily informal discussion with the supervisor is encouraged. Any parent who is aware of any concerns at home that may affect their child should contact the regular classroom teacher as well as the supervisor of the program.

Changes of address and phone numbers should be reported immediately to the school office and the Kid's Club program supervisor.

SCHOOL POLICIES

MOVING/CHANGE OF ADDRESS

If a St. Agnes School family moves, the following needs to be done:

- The family needs to notify the school office of the change in address.
- Emergency forms need to be updated.
- Disaster Emergency forms needs to be updated.

FAMILY RESPONSIBILITY

Families with children in St. Agnes School are expected to be cooperative and supportive of both the school's curriculum and its discipline policies. Parents are expected to provide a good example of living the faith, actively participate in their parish, support school activities and programs, and pay all tuition and fees as outlined in the Parent Commitment Form. The willingness of the family to meet these responsibilities will be considered when evaluating the family's application for admission or re-admission.

SAFE ENVIRONMENT

Every adult wishing to volunteer at St. Agnes School must be screened through Safe Environment for Children. The Diocese of Oakland requires that all volunteers take the "Shield the Vulnerable" course online. A fee of \$15.00 per person must accompany the certificate that is received after the completion of the course. All certificates and fees are to be brought into the school office. Anyone who does not wish to comply with these regulations may not participate in school/parish sponsored activities while children are present.

Additionally, any person accompanying students on overnight field trips or activities must have fingerprints taken and certification on file with the Diocese of Oakland. This includes Girl Scout leaders, Boy Scout leaders, and overnight educational camp volunteers/chaperones, for example.

CUSTODIAL RIGHTS

The following policy applies in family situations where a divorce has occurred. In such cases, the school requires that the custodial parent file a court-certified copy of the custody section of the divorce decree or a court-certified copy of the custody decree with the school. In the absence of that order, equal rights will be afforded to both parents.

STUDENT PHOTOGRAPHS

Photographs of students may appear on the school website or in other school publications. Student identification will not be associated with the photos. Parents who do not wish their children's photographs to be placed in public media must check the option on the Technology Acceptable Use Policy to exclude the child's photo from being published.

RECORDS

St. Agnes School abides by the provisions of the Buckley Amendment. This amendment is also known as the Family Educational Rights and Privacy Act. It allows a parent the right to access their child's cumulative record. At St. Agnes School, we give parents and students the right to access their cumulative records. Parents and/or students must complete and turn in a request form to the office in order to set up an appointment to access cumulative records.

St. Agnes School also abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Again, in the absence of a court order to the contrary, St. Agnes School will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide us with an official copy of that court order.

CARE OF TEXTBOOKS AND OTHER SCHOOL PROPERTY

As each new school term begins, every child is given books to care for and use throughout the year. Good care and respect for all materials is important. St. Agnes School expects each child to treat the books in such a manner that the book can be used by other children for several years to come. A policy has been established for textbook replacement. School property (i.e. textbooks, computers, desks, chairs, musical instruments, etc.) that is determined to be unusable, will be replaced by the student at the full cost of replacement. Children who damage a book that can still be used will be fined a damage fee of \$25.00. All books must be covered throughout the entire school year.

FUNDRAISING

Parent and student support of St. Agnes School fundraisers is expected. All monies pledged through the **Wheel-a-Thon** are collected by the student and put into a class fund. This fund will be spent for educational field trips. All students are expected to participate. Unused monies follow the students from grade to grade.

St. Agnes School hosts the annual **Auction**. Each family is expected to sell a certain amount of raffle tickets, purchase or donate an item to be auctioned and, if possible, attend the evening. Proceeds from this fund-raiser go directly to offset the educational costs that tuition does not meet.

In addition, smaller fundraisers are scheduled.

ST. AGNES SCHOOL SCRIP PROGRAM

SCRIP is an on-going fundraiser. It is a mandatory program whereby each family is expected to purchase an amount of SCRIP in a year that generates at least \$300.00 in profit.

- If you elect not to participate in the program at all, or minimally participate (\$100.00 in profit), you will be assessed a fee of \$500.00.
- If you generate between \$101 and \$150 in profit, you will pay the balance plus 30%.
- If you generate between \$151 and \$200 in profit, you will pay the balance plus 20%.
- If you generate between \$201 and \$299 in profit, you will pay the balance plus 10%.

E-SCRIP can also be done. The accounting program of e-SCRIP lags behind about 2 months in its reporting practices so it is very possible that you may not be able to meet your profit goal with the sole use of e-SCRIP.

The school's SCRIP calendar begins May 1st and concludes April 30th of the following year. Register club cards, get extended family members to purchase SCRIP and register Visa and MasterCard as well. Please refer to the Parent Commitment form for further details.

SCRIP may be purchased through the weekly envelope, through standing orders, home delivery, before and after school in the parking lots, or by calling the SCRIP coordinator. The coordinator's number can be found in the directory or on the school's website.

RETENTION POLICY

St. Agnes School provides a challenging academic environment for all children. Although we try to ensure the success of all children, sometimes it is not possible for a child to meet the necessary standards and retention is considered. When considering retention of any student, the school follows the directives as outlined by the Diocese of Oakland.

In the event of the consideration for retention, the teacher and principal will discuss the situation and request a parent conference. This conference will be scheduled prior to the second progress report (middle of the second trimester).

The following points will be considered:

- Specific academic reasons to indicate retention;
- Skill deficiencies;
- Specific behavioral reasons to consider retention;

- Measures that have been implemented to alleviate the academic and/or behavioral problems.
- Specific programs or changes that will be implemented next year to meet the child's individual needs.

A second conference should be held prior to May 1st so that a decision may be reached and necessary plans made for the following year.

REMEDICATION

When necessary, by the end of the third (3rd) trimester, teachers will notify parents about any and all summer remediation requirements. A conference between the parents, teacher, and principal will take place prior to the beginning of the new school year to evaluate the student's status for the upcoming school year.

AMENDMENT POLICY

The principal retains the right to amend the Family Handbook for just cause. In the event that changes are necessary, all parents will be given notification. All changes will be indicated in red.

TUITION AND FEE SCHEDULE

Tuition for the 2011-2012 school year is as follows:

Catholic Families

One child	595.00 per month	5,950 per year
Two children	845.00 per month	8,450 per year
Three + children	1045.00 per month	10,450 per year

Non-Catholic Families

One child	615.00 per month	6,150 per year
Two children	865.00 per month	8,650 per year
Three + children	1065.00 per month	10,650 per year

Registration Fees are non-refundable and are as follows:

Returning Families

1 child	375.00
2 children	400.00
3 + children	425.00

New Families

1 child	400.00
2 children	425.00
3 + children	450.00

Additional Fees are as follows:

Religion Book fee	\$15.00 per child
Capital Assessment Fund	\$100.00 per family
PACE Dues	\$35.00 per family
Assignment Notebook	\$5.00 per student (2 nd - 8 th grades)
Science Fee	\$15.00 (grades 6 th , 7 th , and 8 th)
Earthquake Kit Fee	\$10.00 per child (grades K – 8)
Computer Fee	\$50.00 per child

Where applicable

Kindergarten Fee	\$30.00 per family
8th Grade Graduation Fees	\$100.00 per family

Mandatory SCRIP Usage: A minimum amount of \$300.00 in profits through the purchase of hard and/or eSCRIP is required of each family each year. Incentives are available for those families who exceed that amount. A fee of \$500.00 will be applied to any family that does not participate in the SCRIP program.

TUITION PAYMENTS

Tuition and fees are reviewed annually by the Principal, the Finance Committee of the School Board, and the Pastor, always considering the programs offered by the school and the ability of families of all sizes to pay. The final tuition schedule is approved by the entire School Board. Tuition charges will be developed and announced prior to registration each year.

Families who feel that the tuition would pose an unmanageable financial burden should discuss this with the school Principal before deciding not to enroll their children. Once the child is enrolled and accepted at St. Agnes, if financial difficulties do develop, it is the responsibility of the family to notify the Principal so that an acceptable payment plan can be developed. Financial assistance is available to any family that has been enrolled in the school for a minimum of one year. All tuition assistance is kept confidential.

Tuition is paid over a ten-month period from August through May with a non-refundable registration fee payable in June of the preceding school year.

Tuition is due and payable on the first of each month. Payments received after the fifteenth of the month will be considered late and a \$30 late fee will be assessed for each late payment. To avoid the late fee charge, each family is responsible to notify the school office of any change in their payment schedule. Reminder notices will be sent to families that have become late in their payments.

There is a \$30 charge on all returned checks from the bank. If more than one check is returned from the bank for a family, only a cashier's check or money order will be accepted in the future.

A family will be considered "delinquent" if tuition is one month overdue and appropriate payment provisions have not been agreed upon between the school and the family. It is the responsibility of the family to contact the school before a delinquent status occurs. Delinquent status will result in the family being contacted by the bookkeeper to discuss the situation. An agreed upon payment plan will be implemented. Families receiving tuition assistance must follow the agreed upon payment plan as outlined in their Tuition Assistance Contract.

A family is considered to be in persistent delinquent status if it does not make satisfactory payment arrangements or fails to make delinquent payments when promised. A persistent delinquent status will result in the following conditions:

- The school will request that the child/children be kept home until the delinquent amount is paid or a mutually acceptable payment plan has been agreed upon.
- The family will be notified that its place in the school has been declared vacant and shall be filled by the next eligible family. This will occur at the beginning of the next grading period.

- Report cards and transcripts will be held until such time as payment in full for all delinquent tuitions and charges has been received by the school.
- Delinquent accounts will be turned over to an agency for collection purposes.

STAFF ROSTER

2011-2012

Kindergarten	Ms. Julie Ghelfi
First Grade	Ms. Bridget Concepcion
Second Grade	Sister Marie Raymond
Third Grade	Ms. Terri Van Heel
Fourth Grade	Ms. Jane McFarren
Fifth Grade	Mr. Elgin Leslie
Sixth Grade	Mr. Brian Sullivan
Seventh Grade	Ms. Paula Traynor
Eighth Grade	Ms. Theresa Audas
Mathematics (6-8)	Mr. Greg Volenec
Resource Teachers	Ms. Madeleine Zywicki
	Ms. Patricia McDonald
Computer	Ms. Tina Tanenbaum
Reading Teacher	Ms. Linda Dodson
Spanish grades K-3	Ms. Leticia Zaragoza
grades 4-8	Mr. Hamerson Gil-Romero
PE	Ms. Tracy Timms
School Counselor	TBA
Librarian	Ms. Joan Cesca
Music	Mr. Hamerson Gil-Romero

Classroom Instructional Assistants

Kindergarten	Ms. Ina Maeda
First Grade	Ms. DeeAnne Merletti
Second Grade	Ms. Ann dePaschalis
Third Grade	Ms. Lisa Fernando
Fourth Grade	Ms. Eileen DeMaria
Fifth Grade	Ms. Mary Becmer
Sixth Grade	Ms. Janice Russell
Seventh Grade	Ms. Rose Wright
Eighth Grade	Mr. Joseph Aliotti
Pastor	Father Vince Cotter
Principal	Ms. Jill Lucia
School Secretaries	Ms. Ana Kelley
	Ms. Theresa DeGraca (Tues. and Wed.)
Bookkeeper	Ms. Edwina Fitzpatrick
Extended Care Director	Ms. Rose Wright
Janitorial	Wessne's Janitorial Service

FORMS

At the end of this handbook in the following pages we include the following forms.

- **PARENT REQUEST FOR ACCESS TO STUDENT RECORDS**
- **SIGNATURE FORM**
- **PARENT PERMISSION FORM**
- **PARENT PERMISSION FORM – BUS FIELD TRIP ONLY**
- **CERTIFICATION AND AUTHORIZATION FORM FOR USE OF PRIVATE VEHICLE**
- **TECHNOLOGY ACCEPTABLE USE POLICY**
- **TECHNOLOGY ACCEPTABLE USE POLICY STUDENT USER AGREEMENT AND PARENT PERMISSION FORM**

SIGNATURE FORM

Please sign this form and return it to the school office or the classroom teacher.

We have read the Parent/Student Handbook and agree to be governed by this Handbook for the 2011-2012 school year. Please check one of the following:

_____ Our child/ren is/are below the 5th grade level so we have discussed those things that we felt would apply and for which we felt there could be reasonable understanding.

_____ Our child/ren is/are in the 5th grade or above. He/she has read the Handbook and understands that they will be governed by it and have signed the portion below.

_____ Parent Signature

_____ Date

_____ Parent Signature

_____ Date

_____ Student Signature

_____ Date

_____ Student Signature

_____ Date

PARENT PERMISSION FORM

To the Principal of St. Agnes School.

I hereby request that _____ participate in
the field trip to _____

Time and Date _____

I agree to direct my child to cooperate and conform to directions and instructions of the supervisory personnel in charge of the field trip.

I certify that my child is six (6) years old and over sixty (60) lbs. which complies with the January 1, 2002, seatbelt policy and if not I will provide a booster seat to be used for his/her transportation.

I understand that any expenses incurred for medical treatment of my child will be first submitted to my personal medical/dental insurance plans. Unpaid benefits can be submitted to Myers-Stevens as a secondary provider.

CONSENT FOR TREATMENT

(I), the undersigned parent or legal guardian of a minor, do hereby authorize a representative of _____ as agent(s) for the undersigned
name of school

to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care that is deemed advisable by, and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provision of the California Medical Practice Act, on the medical staff or an accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of the above mentioned agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care that the above mentioned physician in the exercise of his or her best judgment may deem advisable.

Parent/Guardian Signature _____ Date _____
I offer to drive on: _____ Yes _____ No _____

(If yes, please fill out **CERTIFICATION AND AUTHORIZATION FORM
FOR USE OF PRIVATE VEHICLE**)

PARENT PERMISSION FORM

BUS FIELD TRIP ONLY

To the Principal of St. Agnes School.

I hereby request that _____ participate in
the field trip to _____

Time and Date _____

I agree to direct my child to cooperate and conform to directions and instructions of the supervisory personnel in charge of the field trip.

I certify that my child is six (6) years old and over sixty (60) lbs. which complies with the January 1, 2002, seatbelt policy and if not I will provide a booster seat to be used for his/her transportation.

I understand that any expenses incurred for medical treatment of my child will be first submitted to my personal medical/dental insurance plans. Unpaid benefits can be submitted to Myers-Stevens as a secondary provider.

CONSENT FOR TREATMENT

(I), the undersigned parent or legal guardian of a minor, do hereby authorize a representative of _____ as agent(s) for the undersigned _____ name of school to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment and hospital care that is deemed advisable by, and is to be rendered under the general or special supervision of any physician or surgeon licensed under the provision of the California Medical Practice Act, on the medical staff or an accredited hospital, whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required but is given to provide authority and power on the part of the above mentioned agent(s) to give specific consent to any and all such diagnosis, treatment or hospital care that the above mentioned physician in the exercise of his or her best judgment may deem advisable.

Parent/Guardian Signature _____ Date _____

CERTIFICATION AND AUTHORIZATION FORM
FOR USE OF PRIVATE VEHICLE

I would like to volunteer to use my privately owned vehicle for transporting students to a school related activity. I certify that I possess a valid unrestricted California Driver's License and that I presently have a minimum automobile liability insurance coverage of \$100,000/\$300,000. I have attached the declaration page of my policy as necessary proof of insurance. I agree to only travel the route designated by the teacher and not to make any unauthorized stops.

I am aware that although there is a liability insurance policy for the diocese, it is the individual driver's own insurance that must provide the coverage in case of an accident.

Name of Driver _____

Driver's License # _____

Address of Driver _____

Phone _____

Make of Vehicle _____

Auto License # _____

Yr. /Model /Style _____

Name of Insurance Carrier _____

Insurance Policy # _____

Expiration Date _____

Amount of Coverage _____

Number of passenger seat belts _____

Signature

Date

Please attach copies of insurance declaration Evidence of Coverage and drivers license to this form.

St. Agnes School Technology Acceptable Use Policy

St. Agnes School recognizes the various ways, both positive and negative, that students, teachers, and parents can use technology both in school and at home. Students, teachers and parents in our school should always strive to use technology in a responsible and ethical way as they work toward becoming or modeling responsible citizens of our global community.

As a community of faith that embraces technology, we recognize the following:

- words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents
- the values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means
- using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community are contrary to the mission of St. Agnes School.

St. Agnes School discourages students, teachers, and parents from using technology in irresponsible ways both at school and at home and will hold students responsible for their published words. Students, teachers, and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

St. Agnes School is pleased to offer to the staff and students access to a computer network, electronic mail and the Internet for educational purposes. To gain access to the school's computer network, e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the Technology Coordinator. All staff members must sign this form and return it to the principal or Technology Coordinator.

Resource sharing and communication for both students and teachers have increased with access to telecommunications and to the Internet. It is imperative that members of the school community conduct themselves in a responsible manner consistent with federal and state law while utilizing the school's computers and network, in keeping with our philosophy of Catholic education. Access to the school's network, Diocesan e-mail and the Internet will enable students and staff members to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

What are "Computer Resources?"

When used in this policy, the term "computer resources" refers to the school's entire computer network. This includes the school's computer system, file servers, application servers, communication servers, mail servers, fax servers, web servers, work stations, stand alone computers, laptops, software, data files, and all internal and external computer and communications networks that may be accessed directly or indirectly from the school's computer network.

Who is a "User?"

When used in this policy, the word "users" refers to all students, employees, consultants, temporary workers, parents and other persons or entities who use or come into contact with the school's computer resources.

Ownership of the Computer Resources

The computer resources are the property of the school. Access to the computer resources is provided solely for the purpose of carrying out the educational and operational needs. All use of the computer resources must be supportive of the educational objectives and must be consistent with academic expectations. Use of computer resources is a privilege that may be revoked at any time.

No Expectation of Privacy

Users should never consider electronic communication to be either private or secure. E-mail can be stored indefinitely on any number of computers. Copies of your messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to non-existent or incorrect user names may be delivered to persons that you never intended.

St. Agnes School has the right, but not the duty, to monitor any and all aspects of its computer system. Users consent to allowing the school to assess and review all materials users create, store, or received on the computer system, Internet or any other component of the computer network. Users understand that the school may use human or automated means to monitor use of the computer resources. Such monitoring may include, but is not limited to, monitoring sites visited by users on the Internet, monitoring chat groups and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing e-mail sent and received by users. Use of passwords to gain access to the computer system or to encode particular files or messages does not imply that users have an expectation of privacy in such access or materials. The school has global passwords that permit it to access all material stored on the computer system, regardless of whether that material has been encoded with a particular user's password.

Netiquette

Because we believe that dignity and respect for every person should apply to all of our interactions, users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a. Be polite. User messages should not be abusive to others.
- b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- c. Do not reveal user personal address or phone number or the addresses and/or phone numbers of students or colleagues.
- d. Illegal activities are strictly forbidden.
- e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- f. Do not use the network in such a way that you would disrupt the use of the network by other users.
- g. All communications and information accessible via the network should be assumed to be private property.

Quality of Communications

Users should make each electronic communication truthful and accurate. Users should use the same care in drafting e-mail and other electronic documents as you would for any other written communication. Please keep in mind that anything created or stored in the computer system may, and likely will be reviewed by others. Information published or otherwise distributed electronically is subject to the same policies and procedures regarding the distribution of school system information, including, but not limited to, policies regarding public requests for information and distribution of information to the public.

Security

Users are responsible for safeguarding their passwords for access to the computer system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords. No user may access the computer system with another user's password or account. Users may not use the computer system to "snoop" or pry into the affairs of other users by unnecessarily reviewing their files and e-mail. A user's ability to connect to another computer system does not imply a right to connect to those systems unless authorized to do so. Each user is responsible for ensuring that use of outside computers and networks, such as the Internet, does not compromise the security of the school's computer resources. This duty includes taking reasonable precautions to prevent intruders from accessing the school's network without authorization. Viruses can cause substantial damage to computer systems. Each user is responsible for taking reasonable precautions to ensure he or she does not introduce viruses into the school's network. All material not belonging to the school must be scanned for viruses by the technology staff prior to being placed on the school's computer system. Users should understand that their home computers and laptops might contain viruses. All disks, CDs, and flash drives transferred from these computers to the school's network must be scanned for viruses.

Offensive Material

The Internet is a worldwide network of computers that contains millions of pages of information. Users are cautioned that some of these pages may include offensive, sexually explicit, and inappropriate material. In general, it is difficult to avoid at least some contact with this material while using the Internet. Even innocent search requests may lead to sites with highly offensive content. In addition, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Users accessing the Internet do so at their own risk. Although the school provides filtering software to protect students to the highest degree possible, the school cannot guarantee that this material might come from a search and is not responsible for material viewed or downloaded by users from the Internet.

Prohibited Activities

Users may not send material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. It does not matter how such material is sent, whether it is by e-mail or other form of electronic communication, such as bulletin board systems, news groups, or chat groups. Further, such material may not be displayed on or stored in the school's computers. Users encountering or receiving such material should immediately report the incident to the administration. Users must not alter the "from" line or other attribution-of-origin information in e-mail, messages, or postings. Anonymous electronic communications are forbidden. Users must identify themselves honestly and accurately when participating in chat groups, making postings to news groups, sending e-mail, or otherwise communication on-line. Without prior written authorization from the administration, users may not do any of the following to the school's computers or networks:

- Copy software from their home computers;
- Provide copies of software to any independent contractors or clients of the school or to a third person;
- Install software on any of the school's work stations or servers;
- Download any software from the Internet or other on-line service to any of the school's work stations or servers;
- Modify, revise, transform, recast, adapt any software; or reverse engineer, disassemble or decompile any software.

Users who become aware of any such misuse of software or violation of copyright law should immediately report the incident to the administration. Unless expressly authorized by the administration, sending, transmitting, or otherwise disseminating propriety data or other confidential information is strictly prohibited. Users may not send unsolicited e-mail to persons with whom they do not have a prior relationship with the express permission of the administration.

Users who take home school computers may use them for educational purposes only. Users may not use school computers for gaming, social networking, personal work, commerce, etc.

Social Networking

Social networking sites including but not limited to MySpace®, Facebook®, and Xanga® are very popular today. Users of these sites have little control over the content that "friends" post on their sites because these sites are in the public domain. With this in mind, no user shall create or maintain a public electronic presence that in any way links to or publicizes St. Agnes School. The following guidelines apply:

- Users may not use school information such as logos, official seals, or photographs.
- Users may not link their personal website to the school's website.
- Users may not post inappropriate photographs or content (including information about the school, students, staff, or parents) containing any form of school identification from the school.
- Users may not post content, including blogs or online journals, linking them in any way to the school.
- Users may not post content, or engage in any topics that are not in keeping with the mission of the school
- Be mindful that on-line content is not private and there could be long-term ramifications.
- Faculty and staff should not friend parents or children unless given approval by the school principal

Cyber-bullying

Cyber-bullying is being cruel to others through electronic means by sending or posting harmful material using the Internet or other electronic means. This can be done through email, instant messaging, chat rooms, or online sites such as MySpace or Facebook.

St. Agnes School will not tolerate harassment in any form whether conducted on or off campus. Harassment will be handled as outlined in the school discipline policy. Parents or students who feel that they have been the victims of cyber-bullying should print a copy of the material and report the incident to the administration. Harassment reports will be investigated fully. Consequences may include, but are not limited to, the loss of computer privileges, detention, suspension, or expulsion from school.

Users must:

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not share passwords nor use another user's passwords.
 - Not distribute private or personal information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.

- Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources.
 - Conserve, protect, and share network, hard drive, and printing resources with other network users
3. Respect and protect the intellectual property of others.
- Not infringe upon copyrights (no making illegal copies of text, pictures, music, games, or movies).
 - Not plagiarize. Copying another's work, without giving credit to the source, will be considered cheating and subject to the plagiarizing policy in this handbook.
4. Respect and practice the principles of community.
- Communicate only in ways that are kind and respectful.
 - Report threatening or inappropriate sites or materials to a teacher.
 - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are inappropriate, threatening, rude, discriminatory, or meant to harass).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business.

Students are to notify an adult immediately, if by accident, he/she encounters material that violates the rules stated above.

System Abuse

- Using a computer account that one is not authorized to use.
- Obtaining a password for a computer account that one is not authorized to have.
- Using the school network to gain unauthorized access to any computer systems.
- Knowingly performing an act which will interfere with the normal operation of computers, terminals, peripherals or networks.
- Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes but is not limited to programs known as computer viruses, Trojan horses and worms.
- Knowingly or carelessly allowing someone else to use your account who engages in any misuse or violation of acceptable use
- Forging email messages.
- Attempting to circumvent data-protection schemes or uncover or exploit security loopholes.
- Masking the identity of an account or machine.
- Deliberately wasting computing resources.

- Downloading, displaying uploading or transmitting obscenity or pornography, as legally defined.
- Electronic communications, or changing, or deleting another user's files or software without the explicit agreement of the owner, or any activity which is illegal under California computer crime laws.
- Personal use which is excessive or interferes with the user's or others' performance of job duties, or otherwise burdens the intended use of the school network.

Copyright

In their use of computer resources, users must comply with all software licenses; copyrights; and all other state, federal, and international laws governing intellectual property and on-line activities. The ability to read, alter, or copy a file belonging to another user does not imply permission to read, alter, or copy that file. Users may not alter or copy a file belonging to another user without first obtaining permission from the owner of the file.

Internet and E-Mail Rules

All users are responsible for good behavior on school computer networks just as they are in a classroom or on school property. Communications on the network are often public in nature. General school rules regarding appropriate behavior and communications always apply when working with the school's computers and network. The network is provided to conduct research and communicate with others for educational purposes. Access to network services is given to all users who agree to act in a considerate and responsible manner. Parent permission is required for students under 18 years of age. Access is a privilege - not a right. Access entails responsibility. No student will be allowed on the network without signed consent. All users need to read and sign the Acceptable Use Policy at the beginning of each school year. Individual users of the school's computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with Diocesan standards and will honor the agreements they have signed. Network storage areas, like school lockers and classrooms, are the property of the school. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private. All information is subject to the Freedom of Information Act and should not be deemed private. With this educational opportunity comes responsibility. The school will take steps, such as using filtering programs (software designed to restrict access), access controls, and monitoring by teachers, to restrict access to controversial material.

On a global information network, such as the Internet, however, it is impossible to restrict access to all potential inappropriate materials. It is the responsibility of all users to understand and abide by the Acceptable Use Policy to ensure that access to those resources provided by the school are not abused. The following actions are not permitted:

- Sending or displaying offensive, sexually explicit, pornographic messages or pictures
- Using obscene, sexually explicit, threatening language

- Harassing insulting or attacking others
- Revealing personal information i.e. address, school, phone number
- Damaging or vandalizing computers, computer systems or computer networks
- Violating copyright laws or use property of another individual or organization without permission
- Plagiarism
- Establishing any official representation of the school or Diocese without obtaining prior approval of school administration
- Using another's password
- Trespassing in another's folders, information, work or files
- Intentionally wasting limited resources i.e. inappropriate downloads, spamming, chain letters, etc.
- Using chat rooms without expressed permission of a faculty member
- Employing the network for commercial purposes
- Friending a student (if you are a teacher) or teacher (if you are a student) on a Facebook®, MySpace® or a social network site
- Blogging for non educational purposes during school hours

Violations may result in a loss of access as well as other disciplinary or legal action.

Technology Acceptable Use Policy
Student User Agreement and Parent Permission Form

Part 1. Before signing this form, please read and review all of the information. Return this page with both the student's signature and parent/guardian signature to the Technology Coordinator. Keep the St. Agnes School Technology Acceptable Use Policy for your reference when you are utilizing the available technology resources of St. Agnes School.

Student Signature: _____

Date: _____

Printed Student Name: _____

Part 2. I have read and agree to comply with the terms of this policy governing the use of the school's computer resources. I understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal action. As a user of the computer network, I hereby agree to comply with the stated rules - communicating over the network in a responsible fashion while honoring all relevant laws, policies, regulations, and restrictions.

Parent Signature _____

Date _____

Printed Parent Name _____

Part 3. As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I also understand that the Acceptable Use Policy applies if I am a user of school technology.

Part 4. I have read and agree to comply with the terms of this policy governing the use of the school's computer resources. I understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal action. As a user of the computer network, I hereby agree to comply with the stated rules - communicating over the network in a responsible fashion while honoring all relevant laws, policies, regulations, and restrictions.

Parent Signature _____

Date _____

Printed Staff Name _____

Check here if you do not want to have pictures of you or your child posted on the school's website or in other school publications (ie. yearbook). (For safety and privacy, student names are not posted with pictures used on the school's website)