

# **SAINT AGNES SCHOOL**

## **FAMILY HANDBOOK**

**2009 -- 2010**

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## **PHILOSOPHY**

### **Saint Agnes School Mission Statement**

Centered upon the celebration of Eucharist and the sharing of our Catholic heritage, the faculty and staff of Saint Agnes School encourage 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 strive 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.

### **Saint Agnes School Philosophy**

Saint 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. Saint Agnes School, with the parents as primary educators, promotes the growth of each individual student religiously, academically, personally, socially, physically, and culturally. The faculty and staff encourage a local and global vision of service to others.

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

### **Spiritual Education**

Goal:

To help students develop and grow in relationship with God by:

Objectives:

- Expand basic knowledge of God and the Catholic faith.
- Incorporate and integrate Catholic values throughout the day
- Study Scripture.
- Prepare for and celebrate the Sacraments.
- Involve students in the planning and celebration of liturgies and prayer experiences.

- Reinforce Christ-like behavior daily.
- Teach a comprehensive family-life program.
- Provide family experiences that are faith based.
- Encourage service to others consistent with Catholic teaching in the home, school, and local community.

### **Academic Education**

#### Goal:

To provide an educational environment that develops skills and knowledge for independent and life-long learning by:

#### Objectives:

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

## **Community Service**

### Goal:

To develop student understanding of the need for service to the larger community by:

### Objectives:

- Encourage student government leaders to organize their peers for community service
- Prepare students to give Catholic witness to society
- Encourage stewardship
- Develop ecological awareness
- Contribute to the financial and physical needs of the poor on a local and global level

## **Personal and Social Development**

### Goal:

To help students develop self-worth which will help them function effectively in society by:

### Objectives:

- Provide experiences that enhance self-esteem
- Encourage responsibility for one's actions
- Resolve conflicts peacefully and develop life long coping skills
- Encourage cooperation between classmates and schoolmates
- Foster a sense of belonging and a safe learning environment
- Provide students the opportunity to be involved in their church and community
- Recognize the uniqueness and special giftedness of each child
- Foster social and environmental awareness and encourage thinking on a global level

## **Physical Development**

### Goal:

To foster respect and reverence for the human body by:

### Objectives:

- Encourage good eating habits and proper personal hygiene

- Teach basic safety and drug education
- Provide opportunities for team sports and a PE program for all students
- Foster good sportsmanship and teamwork in both competitive and non-competitive sports
- Expand knowledge of physical growth through the family life and science programs

### **Cultural Development**

Goal:

To encourage respect and acceptance of cultural heritage and diversity  
by:

Objectives:

- Welcome students of diverse backgrounds equally
- Form attitudes of respect for world religions
- Teach an appreciation of cultural respect and ethnic diversity
- Provide insightful learning opportunities that enhance the children's understanding of culture
- Provide experiences that develop a global vision

## **ADMISSION POLICIES**

### **NON-DISCRIMINATION**

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**

Saint 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 acceptability 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 Saint Agnes 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.
- Registered Saint Bonaventure Parishioners who attend Mass on a regular basis and use their Parish envelope system.
- All others

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

A waiting list of students who have met the criteria in the Application form and Parent Commitment form 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.

# **CURRICULUM**

Saint 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 6<sup>th</sup> grade. At grades 7 and 8 SADLIER Inc. edition entitled FAITH AND WITNESS PROGRAM is used. Saint 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.

Saint 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 for 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 4<sup>th</sup> through 8<sup>th</sup> 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**

The Macmillan-McGraw Hill, 1997 edition of Language Arts and the Macmillan, ENGLISH, 1997 is used in Grades K-5. Grammar books are also used in grades 3 through 5. The Prentice Hall, LITERATURE, 1997 is used in Grades 6-8. These texts were selected because they best support the 1997 English/Language Arts Framework for California Public Schools and the 1998 Diocesan Language Arts Framework.

The Language Arts program is organized to provide a sequential development in four areas: listening, speaking, reading and writing which are then integrated into all subject areas. In addition, Zaner-Bloser Spelling is used in Grades K-8, Zaner-Bloser Handwriting is used in Grades K-2 and Modern Curriculum Press Phonics is used K-3. These programs are intended to support and enhance the reading program of the school.

### **READING / LITERATURE**

Reading is taught throughout the curriculum. Basal texts are used in grades 1 through 6. Literature books are used in the 7<sup>th</sup> and 8<sup>th</sup> grade levels. In addition, novels are purchased in class sets and read by the students in 3<sup>rd</sup> through 8<sup>th</sup> grade. ***“Reading Revolution”*** is an interactive program designed to help children begin to read. It is taught in both the Kindergarten and 1<sup>st</sup> grade program. At the 2<sup>nd</sup> and 3<sup>rd</sup> grade levels, the movements and rules of the “Reading Revolution” 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 and pass a test after each book and progress through the various reading levels as their skills improve. This program is also designed for emerging readers in the primary grades as well as students in grades 2 through 8.

### **MATHEMATICS**

Houghton Mifflin 2005 publication is the math series used in Grades K - 5 and McDougal-Littell 2005 publication is used in 6<sup>th</sup>-8<sup>th</sup> grade levels. Based on the Mathematics Framework for the State of California, the school’s mathematics program includes problem solving, calculator technology, computational skills, estimation and mental arithmetic and application of computers in mathematics education. At the 8th grade level Algebra is taught for the entire school year. Again, McDougal-Littell is the publisher used for Algebra instruction.

### **SOCIAL STUDIES**

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

The Social Studies program includes the study of people and neighborhoods, communities 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**

The Saint Agnes School's Science program is based on the 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. Saint Agnes School uses the following textual programs: Kindergarten through 5<sup>th</sup> grade students use the 2007 edition of Houghton Mifflin (California edition) series. The Sixth, Seventh and Eighth 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. Music and Music theory are introduced at all grade levels. Throughout the school, students are taught musical understanding and appreciation through the use of tuned (Orff) and un-tuned percussion instruments and vocal training instruction. This instruction will take 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**

Saint Agnes School is a member of CTN, The Catholic Television Network. 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 physical skills, confidence and camaraderie, as well as physical and mental well-being. Each student has different potentials to develop and limitations to deal with and overcome.

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.

## **COMPUTER**

The purpose for incorporating the use of computers into the school curriculum is 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 forty-three 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 valuable hands-on time, keyboarding in grades 4 through 8, and word processing in grades 1 through 8. The Accelerated Reader program also demands student use of computers in order to take the comprehensive tests at the conclusion of the material read. Since the facility will now be able to accommodate entire grades, it will be 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.

The computers are available to all students, Kindergarten through 8th grade. In addition, each classroom is equipped with a minimum of two iMacs and one printer. Forty-one Alpha-Smarts are available for classroom/home use (K-8). A mobile projector system is also available for large class instruction. Computers are also available for use by the classroom teachers to integrate technology into other aspects of the curriculum.

Saint Agnes School recognizes the various ways, both positive and negative, that students can use technology both in school and at home. We have 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. As a religious institution and a community of faith we embrace the use of technology recognizing the fact that words transmitted using the internet and other related technologies are published materials. In other words, they are public documents available for worldwide access. We further 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.

And finally, the use of technology to publish opinions that are obscene works against the values we model, teach and live. Therefore, inappropriate communication, defamation of character, bullying, harassment or any other kind of demeaning behavior on the internet which brings harm to an individual as well as to our school community is not only contrary to the mission of this school but un-acceptable behavior for anyone professing to follow the Gospel teachings of Jesus Christ. It is irresponsible citizenship in the global world of today. 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.

All students and their parents/guardians are required to read and sign the school's "Acceptable Use" agreement form so that their child/children may use the Internet at school. The "Acceptable Use" form also includes authorization for student work, photos and likenesses to be put on the Internet and/or school website. Parents must choose whether they agree to or do not agree to give this permission. This permission form is filled out only once as it follows the student through their years of attendance at Saint Agnes School. A copy of the Acceptable Use form can be found in the special forms section of this handbook

### **FOREIGN LANGUAGE**

Saint Agnes School has a Spanish Program. The students in Kindergarten through Eighth Grade participate in this program. The emphasis of this program is basic conversational language. Children learn numbers, letters of the alphabet and basic conversation. Students in Kindergarten through Second grade receive number grades on their report card each trimester. Students in grades Third through Eight receive traditional letter grades each trimester. All children from Kindergarten through Eighth grade have Spanish classes a minimum of two periods per week. Instruction is accomplished in half hour blocks of time. Students in Kindergarten through 3<sup>rd</sup> 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 Saint Agnes School is not the development of proficient Spanish speakers but rather the exposure of 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 for mastery of another language as they grow and mature.

## **RESOURCE PROGRAM**

Saint Agnes School provides a program to help students with 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. A special Resource classroom is provided to students in this program.

**ELECTIVES** –An elective program is in place for students in 7<sup>th</sup> and 8<sup>th</sup> 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.

## **UNIFORM INFORMATION**

### **SCHOOL UNIFORM**

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 hem line 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 and shirts are to be tucked in.  
\*Blue or khaki Skorts may be worn by the 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 style  
\*Short sleeved Peter Pan Collar white blouses may be worn (K-4)  
\*Hunter Green cardigan or v-neck uniform sweater  
\*Navy Blue sweatshirt with Saint Agnes Monogram (K-5)  
Gray sweatshirts are available for Jr. High 6<sup>th</sup> and 7<sup>th</sup> grades

Special Class Sweatshirts are worn by 8<sup>th</sup> 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.

Dennis Uniform Company provides 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 but it is the only rain jacket that should be worn to school on rainy days.

**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 we are in Church.

\*Navy Blue or Khaki uniform cotton Twill pants

\*Navy Blue or Khaki 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 Saint Agnes Monogram (grades K-5)

Gray sweatshirts are available for Jr. High 6<sup>th</sup> and 7<sup>th</sup> grades

Special Class Sweatshirts are worn by 8<sup>th</sup> 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.

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.

**Uniform sweaters are worn on formal dress days and for school pictures. Students may also wear their uniform jackets to school on Formal Uniform Days**

### **SHOES (BOTH BOYS AND GIRLS)**

The following shoes may be worn to school:

1. Black or white laced tennis shoes only
2. Black or white laced deck or Keds shoes
3. Brown or black penny loafers (5-8th grades only)

**All tennis shoes must be low top (unless accompanied by a Doctors 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.**

### **UNIFORM OPTIONS:**

Both boys and girls may wear their green or white monogrammed polo shirts with both formal and informal uniform attire. Oversized shirts, are not acceptable attire. Shorts must be purchased through the uniform company and need to be the appropriate size. All students will tuck their shirts in when in Church. Belts will be worn by both boys and girls at all times when wearing pants and shorts.

Students in the 6<sup>th</sup> and 7th grade classes have the privilege of wearing special sweatshirts that identify them as Junior High Students. These sweatshirts are ordered through the Dennis uniform company at the beginning of the school year. They may be worn as part of the school uniform, in addition to or in place of the uniform blue school sweatshirt. They may be worn on formal uniform days. 8th grade students have a special class sweatshirt that can also be worn as part of their uniform attire as well.

The school uniform is worn each day unless specific permission is given for non-uniform dress. Designated non-uniform dress days will be Tuesdays. 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. Uniform shorts may be worn for PE. Baseball caps and hats may not be worn on campus.

Skorts may be worn by the girls. These skorts are available in both blue and khaki for purchase through the uniform company. This attire may be worn on informal and formal uniform days.

### **FORMAL UNIFORM:**

Formal Uniform for boys is as follows:

Dennis Uniform blue cord pants or 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. The uniform sweater will be worn for school pictures

Formal uniform for girls is as follows: Hunter green and blue Dennis Uniform jumper or skirt, Peter Pan 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 may be worn on formal dress days by the girls. Shorts may not be worn by anyone on formal dress days. Junior High Sweatshirts may be worn as part of formal attire by 6<sup>th</sup> and 7<sup>th</sup> grade and 8th grade students may wear their special sweatshirts on formal days as well.

All Saint Agnes School Uniforms are purchased through Dennis Uniform Company in Oakland. They are located on 810 E. Eighth Street, Oakland, CA 94606, and can be contacted at 510-763-0967. Each year a uniform sale is held here at the school but when items are needed as the year unfolds, the uniform company should be contacted directly. Saint Agnes School offers a modified "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. The school uniform should be kept neat and clean at all times. PARENTS' COOPERATION IN SEEING THAT THE UNIFORM CODE IS ADHERED TO IS NOT ONLY APPRECIATED BUT EXPECTED.

## **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.

## **NON UNIFORM DRESS CODE**

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 All blouses and shirts must be tucked in.
PANTS:	Cotton twill, jeans, cords, stirrups (pants must be belted at the waist)
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 PE activities as well as free play at recess and lunch.

### **Do's for Boys**

SHIRTS/TOPS:	Tee-shirts, polo shirts, dress shirts, sweatshirts With the exception of sweatshirts, shirts must be tucked in.
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 PE should be worn

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

- No skulls, cross bones, or gothic style attire is permitted
- 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 or jams.
- 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, 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 or thongs.
- No tank tops, halters, tubes, spaghetti-strap tops, crop-cut blouses, “muscle” T-shirts, and mesh material tops.
- No oversized clothing
- No hats may not be worn by students on campus.
- No gym wear (sweats or trunks) may be worn.
- No Bicycle (Spandex “Bike”) shorts

**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, through the school office. At days end, 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 Sister Rita to assist in the work for God’s poor and marginalized.

If a second such occurrence takes place, a belt will again be provided, a notification sent home, a fine of \$1.00 be levied and a 1/2 hour detention be served. For all occurrences exceeding two, belts will be provided, a fine of \$1.00 levied and a one-hour detention served.

## **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. 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. Body piercing or tattooing of any kind is prohibited.

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

### **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 Sister Rita 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 be levied and a 1/2 hour detention will be served. For each occurrence exceeding two, a fine of \$5.00 will be levied and a one-hour detention served.

Pagers, cell phones and any other electrical devices may not be brought to school. Students may use the office phones when they need to contact a parent or family member. If a student brings a pager, cell phone, ear phones, or tapes to school, they will be taken away and returned when the school year ends.

## **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 in the classroom, during recess, or at lunchtime at Saint Agnes School will not be tolerated.

In order to guarantee all students at Saint Agnes School the excellent school climate they deserve, the staff and instructional assistants 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 put forth the necessary effort to learn to the very best of their 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**

SUPPORTED BY THE PRINCIPAL, THE TEACHER IS THE PRIMARY SCHOOL DISCIPLINARIAN. The children are expected to respect and obey all forms of authority, i.e. substitutes, yard duty 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.

It is the responsibility of all students at Saint Agnes School:

- To obey the rules of the school
- To follow the school's prescribed course of study
- To arrive at school on time
- To respect and respond to the authority of their teachers and all other personnel
- To follow Code of Ethics for Computer use both at home and at school
- To be courteous to fellow students, teachers, yard supervisors, office personnel, and other parents.
- To respect the rights and property of others
- To 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:

1. Follow the directions the first time given from anyone in charge.
2. Fighting, swearing, teasing, name-calling or responding disrespectfully to peers or adults is not tolerated.
3. Obey all classroom rules.
4. No throwing of objects in the classroom or playground.
5. Complete all classroom and homework assignments on time.
6. Follow the uniform requirements.
7. 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.

8. All books must be covered for the entire school year. Cloth covers have been ordered by Student Council and are mandatory. The covers purchased through the school are guaranteed to last for an entire school year and can be laundered as needed. Students may not write in any book that are not considered "Consumable". Students who write in 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.
9. Fees will be levied to cover the cost of damage to any school property.
10. All 7th and 8th grade students are eligible to attend 4 dances each year. In order to do that, they must maintain grades of 2 or above in conduct in all academic areas each trimester.
11. 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 Saint 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.

Saint 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 Saint 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.

## **Rewards/ Privileges**

Rewards are compensations given to students in order to recognize their good efforts on behalf of their classroom or larger school community. The following rewards and privileges can be given to those who demonstrate the acceptable kinds of behavior fostered at Saint Agnes School.

- Individuals can accumulate ten “Goal Slips” and redeem them for one day of non-uniform dress.
- Students may accumulate one hundred “Goal Slips” and receive a special end of the year field trip to Great America with the principal in May.
- 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.
- 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.
- A weekly drawing of “Goal Slips” takes place at the Peacekeeper Assembly. Children may come into the office and put a goal slip they have been given into a heart shaped gold box. These slips are taken to the Church and drawn by the children. Winners can receive a non-uniform dress pass, a free hot lunch, or a single subject no homework pass for a day.

## **CONSEQUENCES**

### **Parent Notice / Detention**

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 the teacher’s ability to instruct.

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.

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. The third such notice will necessitate a parent/teacher conference and possible placement on a student behavior contract. Another consequence for poor behavior could be a work detail, which parents will also attend and work. This may be done at the teacher's discretion or in lieu of or in addition to an after school 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 1/2 hour detention and students in grades 5 through 8 will serve one hour detention. Detention will be served on the first Thursday after the infraction.

### **Conduct Referral Forms**

In addition to Parent Notices, the teacher may opt to use a Conduct Referral form. Conduct Referrals are given for behaviors that the teacher or supervisor deems to be very serious in nature. Like the Parent Notice, the Conduct Referral needs to be signed and returned to school the next day. When a child receives 3 Parent Notices (with detention) and these Parent Notices are all dealing with behavior issues, a one-day in-house suspension will occur.

### **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.

### **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.

Saint 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 Contract Plan to facilitate appropriate behavior and/or establish a system to help them better control themselves.

### **Behavior Contract**

After the third parent notice with a detention related behavior, a conference with the parents, teacher, student and principal will occur. A behavior contract will be created. This contract will state the behavior expectations and consequences for the student. If the Student 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 and is not done so lightly. 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, the 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 Saint 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 / classwork
- 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. Saint 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 SEXUAL HARASSMENT POLICY**

The schools of the Diocese of Oakland prohibit any form of sexual harassment of students as well as by students whether verbal, physical, or environmental. 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, sexual harassment is any conduct which has as its purpose or effect the unreasonable interference of a student's academic 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 sexual 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. Formal 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 the harassment of 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 the 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 School Emergency form, 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 goes 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, hot lunch orders, permission slips, SCRIP orders, etc., in this envelope. We request that cash payments for tuition 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 Eight. The grading system is as follows:

Grades 3 <sup>rd</sup> through 8 <sup>th</sup> :	A	95 - 100	C+	77 - 79
	A-	90 - 94	C	73 - 76
	B+	87 - 89	C-	70 - 72
	B	83 - 86	D+	67 - 69
	B-	80 - 82	D	63 - 66
	D-	60 - 62		
	F	59 and below		

Grades K-2: 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 3<sup>rd</sup> through 8<sup>th</sup> 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**

## **ABSENCE**

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 other than at the regularly scheduled times, teachers will not provide class work or make up assignments to accompany them on these unscheduled trips and / or vacations.

The school does not allow parents to alter the school calendar for family convenience. 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 office 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 as well.

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.

A student is tardy when he/she arrives after the students have proceeded into their classrooms and the door has been closed. Arrivals after the 8:00 AM bell are considered tardy. Tardiness causes a disruption to the normal routine of both the teacher and the class. It should be a behavior that is avoided whenever possible.

A student will also be classified as tardy if, on the second Thursday of each month when his/her class is expected to attend 8:00 AM Mass, they are not in their classroom by 7:50AM. Students arriving late on these days will need to be signed in at the office and then escorted over to the Church by the parent. The office staff appreciates your attention in this matter so that they can attend Mass with the school as well.

Excessive tardiness is being late four (4) times per trimester, or a total of twelve (12) during the school year. Regardless of the excuse, children who are tardy 4 times in a trimester will face the following consequences. The consequences listed below are per trimester.

- 4th tardy -- will result in detention to be served by the student
- 5th tardy -- will result in the parent and child (if old enough) working an additional Saturday work party. This work party will be done under the supervision of the parent and not the staff.
- 6th tardy -- \$25.00 fine per tardy thereafter and loss of extra school activity (i.e. field trip, dance, school party, etc. )

In order to avoid the possible consequences for being tardy, some family planning and discussion might be helpful and/or necessary. Children need to be helped in getting organized the night before. They need to get to bed each evening at an hour that allows them to receive the number of hours of sleep necessary to be productive in school the next day. Children need to be

aroused from their slumber in sufficient time to make their beds, get dressed, eat and get into the car in an orderly fashion. And all of this assumes adequate time to drive in a safe manner from home to school with several minutes to spare.

Habitual tardiness is something that needs to be avoided at all costs. Children must be taught the value of being punctual through example. Parental expectations should dictate that promptness is an attainable virtue. It should be taught as a necessary life skill. Patterns of habitual tardiness dictate the need for a more severe consequence. In some instances, children are late because of circumstances beyond their control. Tardiness is often a parent issue for which the student is being punished. In order to avoid parents sitting in an After School Detention period, when a child is habitually tardy (10 tardies in a trimester) the "After School Detention Program" will be terminated. A notification will be sent from the office to the family and the parent will be required to serve an additional Saturday work party.

## **BICYCLES**

Bicycles are to be locked in the school yard. According to California State Law, any person riding a bike is obliged to walk their bike onto the school property. Also, according to California Law, no child may ride a bike if not wearing a helmet. Bicycle lanes are provided in the school yard. 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 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. It is 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 in the school's possession 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. The required permission slip form must be on file before any student will be permitted to participate in any field trip. Handwritten letters or notes are not acceptable. A telephone call giving permission is not acceptable either. If the required form is not on file, the student will not be permitted to attend the planned trip. In all field trips the parent assumes total liability and releases the school from any such liability.

Whenever possible, Saint Agnes School will use buses to transport children to and from field trip activities. 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 on file with the classroom teacher and school office prior to the day of the trip. Prior to any field trip using private vehicles, be advised that the school does follow the child safety rules which indicate that car seats must be used for any child whose weight is under 60 pounds or is not yet 6 years of age, all children must have their own seat belts and no child is allowed to sit in the front seat if air bags are engaged who weigh less than 125 pounds.

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 them to complete while here on the school site.

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 because it renders that parent unable to devote full attention to those students entrusted to their care. Therefore, we request that arrangements be made for younger children and other siblings to remain at home when supervising any school related field trip activities.

A Field Trip Permission Form is included in this handbook. It can be found on one of the last pages. It may be used in the event that the permission slip given by the teacher has been misplaced.

## **EARTHQUAKE / EMERGENCY DISASTER**

Earthquake Readiness Handbooks are available in the school office. Parents are required to fill out a special Earthquake emergency dismissal card.

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. Parents will indicate those adults on the above-mentioned emergency dismissal card or the Disaster Dismissal form. **NO CHILD WILL BE ALLOWED TO GO HOME ALONE. EACH STUDENT WILL ONLY BE DISMISSED TO AN ADULT.**

When picking up your child AVOID DRIVING IMMEDIATELY to the school (this keeps the roads clear for emergency vehicles if needed). Upon arriving to pick 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. This is done for the protection and safety of every child.

Children will not be released to any adult who is not listed on the Emergency or Disaster Dismissal form. It is very important that those individuals whom you would entrust with the emergency care of your children be listed with updated telephone numbers. It is recommended that you check with the school office to make sure current information is correct.

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, Saint Agnes School will follow the local public school district's decision.

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

KCBS	1221 OAK STREET, OAKLAND	510-465-5291
KGO	900 FRONT SAINT, SAN FRANCISCO	415-954-8100
KNBR	1700 MONTGOMERY, SF	415-995-6800

TV	CHANNEL 7	900 FRONT SAINT, SF	415-954-7777
	CHANNEL 5	855 BATTERY SAINT, 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/or children:

Parish Church:	925-689-0838	CCD Office:	925-689-3757
Red Cross:	925-603-7400	Day Care:	925-689-071

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

## **FACULTY MEETINGS**

Faculty meetings are held on Wednesday afternoons at 3:15 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. Several times each year, the students will be dismissed at 2:00 PM to accommodate teacher in-services and staff meetings. It would be appreciated if on those staff meeting days, interruptions could be of the emergency nature and kept to a minimum.

## **HOMEWORK**

The purpose of home study is to supplement and consolidate class work. Much good can be accomplished if parents foster systematic home studies in their children and provide an environment conducive to study. Parents should also check to see if the homework is completed and neatly done. Saint Agnes School follows the Diocesan guidelines regarding homework.

The Homework guidelines are as follows:

Grades K,1, 2	20 - 30 minutes.
Grades 3,4, 5	30 - 50 minutes.
Grades 6,7, 8	60 - 90 minutes.

At Saint Agnes School, homework is assigned on a daily basis to foster habits of independent study and to reinforce learning that has taken place at school. Parents are encouraged to discuss with their son or daughter the importance of homework and the necessity of completing it in a timely manner.

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 criteria or requirements of the teacher, 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 sponsored by the Student Council is available throughout the year . Students may purchase lunch or bring their own. Parents should see that their children arrive with a nutritious lunch. The cost of hot lunch is \$3.00 per day. Lunches must be paid for in advance on a weekly basis. There will be no daily food sales available. Fast Food should not be brought to school at lunchtime. If this occurs, the child eats 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 grades Kindergarten through 4<sup>th</sup> grade may borrow one or two books at a time. Students in grades 5<sup>th</sup> through 8<sup>th</sup> 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 note 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 lost item should be turned into the office. 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 given to Saint Vincent de Paul at the end of each trimester.

## **MEDICAL APPOINTMENTS**

A written request is necessary for medical appointments during the school day. When picking your child up for an appointment, please come to the school office and get a slip from the secretary. The slip should be taken to the classroom, given to the teacher and the child will then be released. MEDICAL SLIPS SIGNED BY THE DOCTOR OR DENTIST ARE REQUIRED IN ORDER FOR YOUR CHILD TO NOT BE MARKED ABSENT OR TARDY.

## **MEDICATIONS**

### **MEDICATION CAN BE ADMINISTERED BY SCHOOL PERSONNEL ONLY WITH WRITTEN CONSENT.**

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 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 the adult supervisor.
4. Children may not be sent to school with any medication to be kept on their person. All medication needs to be sent into the school office only.
5. All medications need to be picked up from the office by the end of each school year.

## **ILLNESS**

When a child is either sent home from school due to a fever or has awoken with a fever he/she should not return to school until he/she are at least 24 hours fever free. This is County Health regulations not school policy, therefore, your cooperation in this matter is appreciated.

## **PARENT INVOLVEMENT**

Parents participate in the following services: library, hot lunch program, office assistance, room parents, teacher aides, athletics, health program, Development committee, School Board, PACE Board, cheerleading, 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 you 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 un-served hours.

Each family will receive 10 volunteer vouchers. It will be your responsibility to obtain the signature of the activity coordinator and to return the voucher to the office for record keeping purposes. Vouchers for completed hours of work must be turned in within 30 days of the event for which they were earned. 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 school year and the remaining hours served prior to May 1 Saint. If needed, more vouchers can be obtained at 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.

The first bell will ring at 7:55 AM except on the second Thursday of each month when the bell will ring at 7:50 AM so that the children can attend the monthly school Mass. Teachers will open the classroom doors at that time so that the children may ready themselves for their school day. The final bell, with the exception of the second Thursday, will ring at 8 o'clock. If your child is not present at the 8:00 AM bell, he or she is considered tardy. Tardy children need to be accompanied to the office by an parent/adult. On the second Thursday's of each month, a student is tardy if he/she is not in the classroom and ready to leave with their class for Mass by 7:55 AM. Students tardy on those Thursdays will need to be signed in at the school office and then be escorted over to the Church by the parent.

As was stated earlier, "Excessive tardiness" is defined as being late 4 times per trimester or a total of 12 times per school year. A student is tardy if he or she arrives after the second bell at 8:00 AM. After any student receives four or more tardies, the child will receive a written notice and serve detention. On the fifth tardy, the parent and student will serve at a four-hour (4) Saturday work party.

Please be advised that it is the responsibility of the parent and not school personnel, to accompany the child to the Saturday work party. On the sixth tardy and every tardy thereafter during the trimester, a \$25.00 fine will be imposed and a loss of a school activity will be accessed. We ask, therefore, that you make every effort to get the children to school on time.

## **PARENT ASSOCIATION**

Saint Agnes School has a Parent Association called PACE (Parent Association for Catholic Education). It meets on the first Tuesday of each month. The purpose of this association is to help coordinate the fund raising efforts and social activities of the school. There will be 2 meetings yearly in which a representative from each family must be present. The PACE organization will also sponsor two education evenings in which topics current to parenting will be addressed. All parents of Saint Agnes School are members of the PACE organization. There is an annual fee of \$25.00 per family charged by PACE. This fee is due and payable with the first month's tuition. It is billed to each family's account.

## **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 10 hours of service, Seventh grade students a minimum of 15 hours of service and Eighth grade students a minimum of 20 hours of service. All hours are to be earned between September and May of the current school year.

## **NORMAL PARKING PROCEDURES (SEE PARKING MAP ON THE INSIDE BACK COVER)**

### 1. 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 school yard. Upon exiting the property, for the safety of all -- **right turn only**.

## 2. 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. Children may be picked up from the porch area and placed in cars only when they have arrived next to the school building. Children may also be picked up from the porch area and walked to parked cars. Please park cars in designated parking slots only. Parking on Chestnut Avenue should be avoided at all times for safety reasons. Upon exiting the school lot, you may turn either right or left.

## **RAINY DAY PICK UP**

In order to insure adequate supervision and the safety of the children, whenever it is raining, all of the children will be brought out of the classroom by their teacher to the porch area nearest the church. They will remain there until picked up by a parent or guardian. Cars are to drive up adjacent to the porch and the children will be ushered to the waiting vehicle. They will not be excused to walk out to the street.

Your cooperation is appreciated to guarantee the safety of the children who attend Saint Agnes School. Please notify grandparents or others who might not be familiar with our procedures how they need to drop off or pick up the children. Remind them of how to exit the yards, which areas are drop off only and where they should park their vehicles before or after school.

## **SCHOOL SCHEDULE**

School begins at 8:00 AM and concludes at 3:00 PM daily with two exceptions. On the second Thursday of each month the students are expected to be at school at 7:45AM so that attendance can be taken, materials put safely in the classroom and the children can get over to church a few minutes before the 8:00 AM Mass / liturgy begins. Dismissal time on minimum days is 12:30 PM. Occasionally, the students will be dismissed at 2:00 PM because of staff in-services. Notification of those changes can be found in the family newsletter and on the monthly calendar as well. Since the faculty and staff are involved in meetings on most of those Wednesdays, the children should not to 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. Children enrolled in Extended Care may arrive as early as 7 o'clock for care. All other children are not to be on the grounds unsupervised and will be sent to Day Care/Kid's Club if they arrive prior to the 7:45 AM supervision time. On regularly scheduled days, when school is dismissed, any child still on the grounds past 3:15 PM. will be taken to Day Care as we do not wish to endanger their safety by allowing them to remain on the grounds without supervision. Minimum day schedule is from 8:00 AM. to 12:30 PM. Again, please be advised that any student on the grounds before 7:45 AM. or after 3:15 PM. will be sent to Extended Care for supervision and the family will be billed.

With the exception of the Second Thursday of each month, the first bell rings at 7:55 AM each morning and the classroom doors will be opened to welcome the children. On the second Thursday, the bell will ring at 7:50 AM to accommodate our need to get the children over to the church prior to the start of 8:00 AM Mass.

The daily school schedule is as follows:

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		12:40 – 1:10 PM
All Grades	Dismissal	3:00 PM

\*\* Second Thursday of Every Month

All Grades	School begins	7:50 AM
All Grades	Dismissal	3:00 PM

Minimum Days

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. The positions of Yearbook, and Newspaper both have an editor and co-editor so that transition each year is smooth and effective. In addition, there are 2 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 intending to participate in any school activity should obtain a visitor pass from the school office. This pass should be worn during the extent of the visit.

## **WEB SITE**

Saint Agnes School has a Web Page. Each week reference is made to new information available on the Web Page in the family newsletter. To access the School's Web Site, log on (using no capitals) to: [www.stagnesconcord.com](http://www.stagnesconcord.com) Web pages exist for every grade so that parents can access the site for information, activities, weekly assignments etc.

## **ACCREDITATION**

Saint 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, Saint 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, publics 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 - 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. Saint Agnes has been an accredited school for the past 24 years. Because of the dedication its staff, the school can proudly boast that it has always received the maximum accreditation (6 years).

At the front of this handbook can be found the School's Student Expectations. These expectations are a part of the WASC process. Saint Agnes is committed to ensuring that when a child graduates from here, they will be faith centered Catholic young men and women, proficient communicators, and conscientious students who are academically prepared to meet the challenges of High School.

## **EXTENDED CARE PROGRAM**

### **KID'S CLUB**

The Extended Care Program 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.

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, Day Care 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.

**Absence:**

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 the Extended Care Program without express written permission from the parent, and only for activities supervised by an adult.

**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

A typical schedule for Day Care 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 Grades 1-8  
Quiet time for Kindergarten students
- 5:00 - 6:00 Free play, organized crafts, movie

**Behavioral Expectations:**

The children are expected to follow the direction of the Extended Care Program 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 Day Care are the same as for the regular school program. They are outlined beginning in this handbook under the title of Suspension.

**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 material 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 Extended Care by the last week of the month of any changes for the following month.

**Fees and Payments:**

Fees are \$3.00 per hour per child. Children dropped off without 24 hour prior notification from parents, will be charged at a rate of \$4.00 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 \$15.00 late fee. Any returned checks are also subject to a \$15.00 charge. Since our Day Care operations end at 6:00 PM, a fine of \$5.00 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 Saint Agnes School.

**Insurance:**

Because the Extended Care Program 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:**

If your child has not been picked up by the time of closure, an authorized person will be called and a late charge of \$5.00 will be made per minute after 6:00 P.M.

Three infractions may result in termination of your child's enrollment in the Extended Care Program.

### **Miscellaneous:**

Children are requested not to bring gum, candy, money or toys to Extended Care. The school and the Extended Care 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 page 14 of this Handbook for the acceptable Non Uniform Dress Code.

### **Parent Conferences:**

There will be no regular conferences for those children in the Extended Care Program but the supervisor will always be available for an appointment. Daily informal discussion with the supervisor is encouraged. Any parent who is aware of any concerns at home which 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 Extended Care program supervisor.

### **Pick up time:**

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.

### **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. Occasionally students will be invited to participate in special activities where lunch will be provided at an additional cost.

### **Schedule:**

The schedule that our Extended Day Care Program will follow is the regular school calendar. There will be three exceptions. The first and last day of school and the last day before Christmas break. On these three days, Extended Care will not be available.

# **SCHOOL POLICIES**

## **MOVING OUT OF PARISH**

If a Saint Agnes School family who is residing within Saint Agnes Parish boundaries moves outside the parish boundaries, the following shall apply:

The family needs to notify the school office of the change in address.

Emergency forms need to be updated.

Disaster Emergency forms need to be updated.

The family will be considered out-of-parish unless they re-apply to the parish.

The out-of-parish tuition rate shall then apply.

## **DISCIPLINE**

We believe all students have the right to a peaceful and cooperative school environment. We will not tolerate any student who is disrespectful and/or disruptive in the classroom, during recess or lunch time at Saint Agnes School.

In order to guarantee your child and all the students at Saint Agnes School the excellent school climate they deserve, the staff and instructional assistants make every attempt to provide a quiet environment that supports student learning.

Teachers will notify parents in writing at the beginning of the school year of the rules, rewards and consequences to be implemented in their respective classrooms. If any of this information is unclear contact should be made with the teacher so that both parent and child understand the parameters under which the student is expected to function.

Parents are expected to support the efforts of Saint Agnes School in establishing discipline. Saint Agnes School encourages comments and suggestions from parents regarding individual family situations which may affect the child's behavior at school.

The behavior code set forth in this handbook is intended to help create an atmosphere conducive to learning. The staff and volunteers must enforce these codes, and the school will communicate serious violations of the code to parents. The students are responsible for obeying school rules, for respecting their teachers as well as each other, and for learning to the best of their ability.

## **FAMILY RESPONSIBILITY**

Families with children in Saint 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, be an active member of 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.

## **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 Web site or in other school publications. Parents who do not wish their children's photographs to be placed in public media must notify the school principal in writing at the beginning of the school year.

## **CHEERLEADER UNIFORMS**

The style, design and costs involved must be approved by the School Board Committee. The design should be modest and becoming. The costs may not exceed the cost of one school uniform. This includes all clothing except shoes.

## **RECORDS**

Saint 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 of access to their child's cumulative record. At Saint Agnes we give parents and students alike, the right to access their cumulative records. A form is provided at the back of the handbook that would need to be filled out in the event you might wish access to those records. Should you desire

to see the cum records, we ask that you contact the school office and make an appointment to do so. Every attempt will be made to accommodate you at your convenience.

Saint 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, Saint 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. In some instances these books are new and in other cases the books have been used. Since textbooks are extremely expensive, good care and respect for these materials are important. Saint 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 already has been established for textbook replacement. Books that are 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. This same policy applies to any damage to desks, chairs, library books, computers or any other school property. We believe that the enforcement of this policy will help children understand the importance of respect for property as well as appreciate the need to take good care of all school materials.

All books must be covered throughout the entire school year. Cloth covers have been ordered and will be available for purchase throughout the school year. Each teacher has requested that these covers be purchased and placed on the books. The covers are guaranteed to last at least one school year and can be washed as needed. The covers are available through Student Council.

The students use a variety of musical instruments when participating in Music classes. These instruments are just like textbooks and need to be treated with respect. Since many of these instruments are very expensive, students will be charged for replacement costs should they damage an instrument and that piece of equipment need to be replaced.

## **FUNDRAISING**

Saint Agnes School participates in several fund-raisers. Parent and student support is expected. The first fund-raiser is the Wheel-a-thon. It takes place in September. Children are expected to participate by securing sponsors and riding their bikes on the day of the event. All monies pledged are collected by the child and are put into a class fund to be spent for educational field trips. Un-used monies follow the children from grade to grade.

The second fund-raiser is the Annual Auction. It is usually held in late February or March. 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 fund-raisers are scheduled, Gift Wrap, Cookie Dough and seasonal Candy sales (Christmas and Easter). Gift Wrap is an annual fund-raiser. It takes place in early Fall, Cookie Dough sales take place approximately three times each year and, as mentioned, Candy sales are seasonal.

Other fund-raisers are sponsored but they are more social than fundraising. Each year, PACE sponsors an End of Summer Dinner and Carnival, two pizza nights, an Ice Cream Social, Breakfast with Santa, Skate Nights, Bingo, Breakfast with the Easter Bunny, etc. These activities will be announced as the school year progresses.

## **SAINT AGNES SCHOOL SCRIP PROGRAM**

SCRIP is an **on-going** fund-raiser. It is a mandatory program whereby each family is expected to purchase a minimum of SCRIP in a year's time that generates at least \$250.00 in profit. The Scrip calendar year begins May 1st and concludes April 30th of the following year. Please refer to the Parent Commitment form for further details.

"Hard SCRIP" is certificates or Debit Cards which are bought through the school and then redeemed in dollar to dollar amounts for groceries and other items and services. SCRIP is available for Safeway, J.C. Penney's, Toys-R-Us, Save-Mart, Diablo Foods, Longs, Groceries on the Go, Macy's, K-Mart and a variety of other stores. It is also available for restaurants, gasoline purchases, and candy. For every dollar of SCRIP sold the school realizes, on the average, a 3% - 4% profit at NO COST TO YOU. All one must do is write a check to Saint

Agnes School for a specified amount. We give you that amount in certificates, to be spent at the aforementioned stores. Change is given, at most stores, in legal currency so that it doesn't cost you any additional amount and the school benefits. In addition, E-Scrip is also available and its use is encouraged. To use E-Scrip, one must register for the program. Your Visa and Mastercard may also be registered for E-Scrip use and then your credit card purchases, at participating stores, can also be applied. Applications for E-Scrip are available through the School office. The SCRIP program has the potential of keeping our tuition costs down if everyone uses it. Please support SCRIP because you're the one who will benefit from its use.

SCRIP may be purchased through the weekly envelope, through standing orders, home delivery, before and after school in the parking lots or by calling Maricela Veran. Her number is listed in the School Directory.

Since the SCRIP program is a mandatory program all families are expected to participate. If for some reason a family does not wish to participate in the SCRIP program, they will pay a \$400.00 SCRIP fee instead. Any family that does not meet the \$250.00 minimum profit will be billed the difference plus 10%. (See Family Commitment form for details.)

### **RETENTION POLICY**

Saint 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:

1. Specific academic reasons to indicate retention.
2. Skill deficiencies
3. Specific behavioral reasons to consider retention.
4. Measures that have been implemented to alleviate the academic and/or behavioral problems.
5. 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 could be reached and necessary plans made for the following year.

### **CONDITIONAL PLACEMENT**

In addition, promotion to the next grade can be made on a conditional basis. By the end of the Third Trimester progress report, teachers will notify parents about any conditions upon which promotion may be based. Once the conditions have been established, promotion will only occur when those conditions have been satisfactorily met. A conference between the parents, previous teacher and principal will take place prior to the beginning of the new school year to evaluate the status of the student.

### **AMENDMENT POLICY**

The principal retains the right to amend the Parent/Student Handbook for just cause. In the event that changes are necessary, all parents will be given prompt notification.

## TUITION AND FEE SCHEDULE

Tuition for the 2009-2010 school year is as follows:

One child	570.00 per month	5,700 per year
Two Children	820.00 per month	8,200 per year
Three Children	1020.00 per month	10,200 per year
Four Children	1020.00 per month	10,200 per year

### **Non Saint Agnes Families**

One Child	590.00 per month	5,900 per year
Two Children	840.00 per month	8,400 per year
Three Children	1040.00 per month	10,400 per year
Four Children	1040.00 per month	10,400 per year

Registration Fees are non-refundable and are as follows:

<b>Returning Families</b>		<b>New Families</b>	
1 Child	375.00	1 Child	400.00
2 Children	400.00	2 Children	425.00
3 Children	425.00	3 Children	450.00
4. Children	425.00	4 Children	450.00

Additional Fees are as follows:

Religion Book fee	\$15.00 per child
Capital Assessment Fund	\$100.00 per family
PACE Dues	\$25.00 per family
Assignment Notebook	\$5.00 per student (2 <sup>nd</sup> - 8 <sup>th</sup> grades)
Science Fee	\$15.00 (grades 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> )

Where applicable

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

**Mandatory SCRIP Usage:** A minimum amount of \$250.00 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 \$400.00 will be applied to any family that does not participate in the SCRIP program

## **TUITION PAYMENTS**

Tuition charges to active registered families in Saint Agnes will be developed with due regard for the Parish financial status and the ability of families of all sizes to pay. Parish resources will be used to support the operation of the school for the benefit of Saint Agnes families. The subsidy that the school receives from Saint Agnes parish is based on a per pupil basis according to parish registration of the family.

Families who feel that the tuition would pose an unmanageable financial burden should discuss this with either the Pastor, the Principal, or the Saint Agnes Financial Aid Committee before deciding not to enroll their children. Once the child is enrolled and accepted at Saint 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.

Specific tuition charges will be developed and announced prior to registration each year. Tuition and fees are reviewed annually by the School Board and the schedule is determined prior to admission or re-admission.

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 \$25 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 \$25 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, first by the bookkeeper to discuss the situation where an acceptable payment plan will be sought. The pastor will also be informed should the family fail to stay current and he will contact the family.

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

1. The school will request that the child/children be kept home until the delinquent amount becomes current or a mutually acceptable payment plan has been agreed upon.
2. The pastor will be notified of the delinquent status and will determine eligibility of continued attendance of the children in the school.
3. Report cards and transcripts may be held until such time as payment in full for all delinquent tuitions and charges has been received by the school.
3. The delinquent accounts will be turned over to an agency for Collection purposes.

## Staff Roster for 2009-2010

Kindergarten	Ms. Julie Ghelfi
First Grade	Ms. Jane McFarren
Second Grade	Sister Marie Raymond
Third Grade	Ms. Theresa Van Heel
Fourth Grade	Ms. Merrilee Silveira
Fifth Grade	Mr. Elgin Leslie
Sixth Grade	Mr. Greg Volenec
Seventh Grade	Ms. Paula Traynor
Eighth Grade	Ms. Jill Lucia
Social Studies (6-8)	Mr. Brian Sullivan
Religious Ed. Cord.	Sister Rita Francis
Resource Teachers	Ms. Madeleine Zywicki
	Ms. Theresa Audas
Computer	Ms. Tina Tanenbaum
Reading Spec.	Ms. Linda Dodson
Spanish grades K-3	Ms. Leticia Zaragoza
grades 4-8	Mr. Hamerson Gil-Romero
PE	Ms. Tracy Timms
School Counselor	Ms. Rosemary Wood
Librarian	Ms. Joan Cesca
Music	Mr. Hamerson Gil-Romero

### Classroom Instructional Assistants

Kindergarten	Ms. Ina Maeda
First Grade	Ms. DeeAnne Merletti
Second Grade	Ms. Theresa Almeda
Third Grade	Ms. Barbara McGovern
Fourth Grade	Ms. Linda D'Souza
Fifth-Sixth	Ms. Janice Russell
	Ms. Mary Becmer
Seventh-Eighth	Ms. Rose Wright

Pastor	TBA
Principal	Ms. Karen Mangini
School Secretaries	Ms. Ana Kelley
	Ms. Theresa DeGraca (Tues. and Wed.)
Bookkeeper	Ms. Edwina Fitzpatrick
Extended Care Director	Ms. Mary Becmer
Janitorial	California Green Janitorial Service

**SCHOOL**

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**PARENT PERMISSION FORM**

**To the Principal of Saint Agnes School:**

I/we hereby request that my/our child \_\_\_\_\_  
be able to participate in the field trip with \_\_\_\_\_ grade to \_\_\_\_\_  
on (Date) \_\_\_\_\_ from (Time) \_\_\_\_\_

I understand that the field trip has the following educational purpose/s:  
\_\_\_\_\_  
\_\_\_\_\_

I am aware that the children will be transported by \_\_\_\_\_

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

I further 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 then 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 Saint Agnes School as agent(s) for the undersigned 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 and surgeon licensed under the provisions of the California Medicine Practice Act, on the medical staff of 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 \_\_\_\_\_

**Privately Owned 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 \_\_\_\_\_

Expiration Date \_\_\_\_\_

Amount of Coverage \_\_\_\_\_

Number of passenger seat belts \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Important Information: (If necessary)**

**SAINT AGNES SCHOOL  
3886 CHESTNUT AVENUE  
CONCORD, CALIFORNIA 94519  
689-3990**

**PARENT REQUEST FOR ACCESS TO STUDENT RECORDS**

We/I the parent(s) of \_\_\_\_\_

hereby request to examine and review his/her school records, as provided under P.L. 94-142.

I understand that I will be contacted within five (5) days after receipt of this request to

schedule an appointment.

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**For Office Use Only**

Appointment date\_\_\_\_\_

time\_\_\_\_\_

\_\_\_\_\_  
School Official Signature

**SIGNATURE FORM**

Please sign this form and return it to the school office or the classroom teacher by Friday, September 7, 2007.

**We have read the Parent/Student Handbook and agree to be governed by this Handbook for the 2007-2008 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

**CERTIFICATION AND AUTHORIZATION FORM  
FOR USE OF PRIVATE AUTOMOBILE**

**YES** \_\_\_\_\_ **I can drive on the field trip**

**NO** \_\_\_\_\_ **I cannot drive on the field trip**

I have been requested to use my privately owned vehicle for transporting students to a school related activity. I certify that I possess a valid California Driver's License and that I presently have current automobile liability insurance coverage. (required amount 100,000/300,000)

Name of Driver \_\_\_\_\_ Driver's License # \_\_\_\_\_

Address of Driver \_\_\_\_\_

Phone \_\_\_\_\_

Make of Vehicle \_\_\_\_\_ Yr./Model/Style \_\_\_\_\_

Auto License # \_\_\_\_\_

Number of Passenger Seat Belts \_\_\_\_\_

Signature \_\_\_\_\_

- Persons who are requested to use their privately owned vehicle for pupil transportation to school related activities should be 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 for him/her in case of an accident.

**PARENT PERMISSION FORM**

To the Principal of Saint 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 Appendix 6007B)

## PARENT PERMISSION FORM

### BUS FIELD TRIP ONLY

To the Principal of Saint 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 \_\_\_\_\_

## **Saint Agnes School Student Internet Acceptable Use Policy**

We would like all parents to read Section A of this document carefully as well as read and discuss Section B thoroughly with your child. Both you and your child must sign Section B in the appropriate places. This document must be kept on file with the school before your child has access to technology. This document will remain valid for the entire time your child is a student at Saint Agnes School unless either party (you the parent or we the staff of Saint Agnes School) request a change.

We are very pleased to have Internet access at Saint Agnes School and believe it offers valuable, diverse, and unique resources to students, teachers, and staff. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. The Internet allows students, teachers, and staff have access to:

4. electronic mail communications
5. information and news
6. discussions groups
7. documents and databases

With access to computers and people all over the world also comes the availability of material that may not be considered to have educational value in the context of the school setting. The faculty at Saint Agnes School has taken precautions to control access to controversial materials by being present at all times when students are on the Internet and by instructing students in the proper use of the Internet. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe however, that the valuable information and interactions available on the network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Availability of the Internet and access to the school network at Saint Agnes School rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities your child is about to acquire. If a student violates any of these provisions, future access to the Internet as well as general computer access Saint Agnes School may be denied to that student. The signatures on this document indicate that you have read this document, discussed it with your child, and that you and your child understand the terms and conditions herein.

### **SECTION A – GENERAL TERMS AND CONDITIONS**

**1. Acceptable Use** - The purpose of using the Internet at Saint Agnes School is to support education by providing access to unique resources and the opportunity for collaborative work. The use of school accounts must be in support of education and consistent with the educational objectives Saint Agnes School. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, and the work of other students without their permission.

**2. Privileges** - The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge will deem what is inappropriate use and his or her decision is final.

**3. Network Etiquette** - Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B.

**4. Copyright** – Students are expected to abide by all copyright laws at all times.

**5. Security** - If your child identifies a security problem on the Internet or on the school network, he or she should notify a teacher immediately. Your child should not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to logon to the Internet as anyone other than his or herself as well as attempts to "hack" will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet indefinitely.

**6. Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment whether their own or that of another user, network, or agency. This includes, but is not limited to,

the uploading or downloading of any computer viruses, attempts at gaining unauthorized access, and changing or deleting data without permission.

## **SECTION B – STUDENT AGREEMENT**

Please read and discuss this section with your child(ren). Both parents and students must sign the last page of this document. Please return this document to school. Students will not be allowed any technology access until the last page of this document is signed and returned to the school. Every child must have a separate and signed sheet on file before they will have access to the technology at Saint Agnes School.

### **1. Personal Responsibility**

As a student at Saint Agnes School, I will accept personal responsibility for reporting any misuse of the network to the teacher in charge. Misuse is considered any message(s) sent or received that indicate or suggest racism, sexism, inappropriate language, etc. Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at Saint Agnes School.

### **2. Acceptable Use**

My use of the Internet, electronic mail, chats will be in support of educational research and/or knowledge as defined by the teacher in charge.

### **3. Network Etiquette**

I will abide by the following rules of network etiquette at all times:

- a. I WILL BE POLITE – I will never send, or encourage others to send abusive messages.
- b. I WILL USE APPROPRIATE LANGUAGE – I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never swear, use vulgarities, or any other inappropriate language.

### **4. Privacy**

I will not reveal my home address, last name, or personal phone number or that of any member of our school to anyone on the Internet, through email, or through chats at any time.

### **5. Electronic Mail**

I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.

### **6. Security**

I understand that security is very important. I will never attempt to guess other users' passwords at anytime. I will never attempt to access "hack" into unauthorized web sites. I understand that to do so is a violation of my privileges. If I identify a security problem, I will notify the teacher in charge immediately.

### **7. Vandalism**

I understand that vandalism is defined as any malicious attempt to harm or destroy other people's data within Our School Name and on the Internet. It also includes attempting to or actually damaging equipment when done with intent. This includes, but is not limited to, the uploading/downloading or creation of computer viruses, logging on using someone else's password, changing anything on the network without permission, and deleting or changing data other than your own without permission. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in my loss of network privileges.

### **8. Copyright**

I understand that to copy any other person's work and call it my own is a violation of copyright law. This pertains to text, graphics, video and sound on or off the Internet. When using other people's work, I will ask permission when possible and credit the author accordingly.

The use of technology at Saint Agnes School is a privilege and not a right. I understand and will abide by the above Student Internet Acceptable Use Policy. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked and school disciplinary action may be taken.

## SIGN AND RETURN THIS PAGE TO THE SCHOOL

Student's Name (please print): \_\_\_\_\_ Student's Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PARENT AGREEMENT

As the parent/guardian of \_\_\_\_\_, I have read and discussed with my child the Saint Agnes School Student Internet Acceptable Use Policy. I understand that access is designed for educational purposes. However, I also recognize it is impossible for Saint Agnes School to restrict access to all controversial materials and I will not hold the faculty responsible for materials acquired on the network. I give my permission for my child to access the Internet, use e-mail, and participate in on-line discussion groups while supervised at Saint Agnes School.

Parent or Guardian Name (please print) \_\_\_\_\_

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

Email Address (if available): \_\_\_\_\_

This document will remain valid for the entire time your child is a student at Saint Agnes School unless either party (you the parent or we the staff of Saint Agnes School) request a change.

### AUTHORIZATION FOR STUDENT WORK, PHOTOGRAPHS, LIKENESS

As we work on projects that move outside the school walls (web page, brochures, fliers, etc.), we hope to have samples of student / class work as well as photographs and drawings of students, staff, and faculty. We will never use last names of students. We will only use first names when no pictures are used. Pictures / photographs and first names will never be used together on the same page.

Please sign below to authorize the use of your child's work, photographs, and / or likeness.

As the parent/guardian of \_\_\_\_\_, I have read the provision for use of student work, photographs, and / or likeness of my child. I AGREE / DO NOT AGREE (**please circle one**) to allow my child's work, picture, and / or likeness to be posted on the school web site.

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

***This authorization will remain valid for the entire time your child is a student at Saint Agnes School unless either party (you the parent or we the staff of Saint Agnes School) request a change.***

