



ST. AGNES SCHOOL FAMILY HANDBOOK 2020-2021

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Accredited by the Western Catholic Educational Association (WCEA)
and the Western Association of Schools and Colleges (WASC).



Dear Parents,

The COVID-19 Pandemic has changed the lives of millions of people and has drastically altered the way in which we are educating your children. This Handbook reflects the goals, guidelines, and operating framework of our school and supports our attempt to maintain uniformity, transparency, and stability in the governance of our St. Agnes School community.

The Handbook does not address many of the dramatic ways in which the COVID-19 Pandemic has changed our school operations. We trust that the pandemic is a temporary condition for our school community. Therefore, the provisions of the Handbook must be subject to the ongoing and ever-changing accommodations that we, as a school community, must make in response to the pandemic. Please understand that any policies or procedures that are based on a response to the pandemic may be in conflict with the Handbook and will override any of the general or specific provisions of the Handbook. Flexibility and responsiveness to the pandemic are essential in order to provide a safe learning environment for your children.

So, as we maintain our ongoing effort to accommodate safety and educational priorities, please understand that the Handbook will remain in full force and effect but is subject to any of the COVID-19 pandemic policies and procedures that are issued by the St Agnes School administration.

Blessings,
Jill Lucia

May the God who gives endurance and encouragement give you a spirit of unity among yourselves as you follow Christ Jesus, so that with one heart and mouth you may glorify the God and Father of our Lord, Jesus Christ. - Romans 15:5-6

SCHOOLWIDE LEARNING EXPECTATIONS

1. A faith centered student living the Gospel message who is able to:
 - 1.1. Demonstrate understanding of the Catholic faith and practices
 - 1.2. Recognize God's love
 - 1.3. Make morally responsible decisions
 - 1.4. Express compassion for others, locally and globally, through gifts of time, talent and treasure
 - 1.5. Practice forgiveness
2. A conscientious student in a diverse society who is able to:
 - 2.1. Treat self and others with dignity and respect
 - 2.2. Demonstrate self-discipline
 - 2.3. Take responsibility for personal actions
 - 2.4. Demonstrate respect for the environment
3. An academically prepared student who is able to:
 - 3.1. Use knowledge, skills, and strategies necessary to learn
 - 3.2. Demonstrate understanding and achievement within the core curriculum
 - 3.3. Experience the fine arts
 - 3.4. Work to his/her ability
4. An effective communicator who is able to:
 - 4.1. Listen actively to others
 - 4.2. Communicate effectively both verbally and in writing
 - 4.3. Cooperate and collaborate with others

"The program of studies in a Catholic school reflects the importance which the school and sponsoring community attach to Christian formation. Basic to this task, as we have said earlier, is instruction, which is authentic in doctrine, and contemporary in presentation... They can contribute to making Catholic schools true communities of faith in which the formation efforts of Catholic families are complemented, reinforced and extended. Within such communities teachers and pupils experience together what it means to live a life of prayer, personal responsibility and freedom reflective of Gospel values. Their fellowship helps them grow in their commitment to service of God, one another, the Church, and the general community."

To Teach as Jesus Did - National Conference of Catholic Bishops, 1972, #107

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HISTORY

St. Agnes School opened its doors in 1967 under the direction of Father Edmund Hayburn with the support of the St. Agnes Parish Community. The Sisters of St. Joseph of Carondelet originally staffed the school and their presence continued through 2012. The philosophy of the school continues to reflect the Sisters of St. Joseph of Carondelet's Mission through its commitment to serve all students in addition to consistent outreach to the poor. St. Agnes School educates approximately 300 students from preschool through eighth grade.

MISSION AND PHILOSOPHY

ST. AGNES SCHOOL MISSION STATEMENT

St. Agnes School, in partnership with the Catholic Schools in the Diocese of Oakland, educate children in the Catholic faith and nurture their minds, bodies, and souls, inspiring them to live the Gospel of Jesus Christ, achieve their highest academic and creative potential, and actively serve and enrich the community.

ST. AGNES SCHOOL PHILOSOPHY

Our St. Agnes School community is dedicated to fostering the development of each student, recognizing their diverse needs, and encouraging their unique potential. Our goal is to send individuals into the world who are faith-centered, conscientious, academically prepared, and effective communicators. As a community of pastor, parents, teachers, and staff, we provide a caring environment that values:

- lifelong faith formation
- individual self-worth
- academic excellence
- compassionate service through social justice

SPIRITUAL EDUCATION

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

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

ACADEMIC EDUCATION

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

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

COMMUNITY SERVICE

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

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

CULTURAL DEVELOPMENT

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

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

PERSONAL AND SOCIAL DEVELOPMENT

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

- Providing experiences that enhance self-esteem;
- Encouraging responsibility for one's actions;
- Resolving conflicts peacefully and develop lifelong coping skills;
- Encouraging cooperation between classmates and schoolmates;
- Participating in the No Bully and Sanford Harmony Programs;
- Fostering a sense of belonging and a safe learning environment;
- Providing students the opportunity to be involved in their church and community;
- Recognizing the uniqueness and special giftedness of each child;
- Fostering social and environmental awareness and encourage thinking on a global level.

PHYSICAL DEVELOPMENT

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

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

ADMISSION POLICY

NON-DISCRIMINATION POLICY

The Catholic schools in the Diocese of Oakland, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color, national origin, ancestry, religion, sex, sexual orientation, or disability 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, color, national origin, ancestry, religion, sex, sexual orientation or disability, in the administration of educational policies, scholarship and loan programs, athletic and other school administered programs.

ADMISSIONS

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 participate in an interview conducted by the Administration. Decisions regarding admission will be based upon the criteria set forth in the application and academic testing. The Administration will make all registration decisions.

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

- Siblings of continuing students whose families demonstrate active participation by regular attendance at Mass (at least 35 times a year, which computes to more than twice a month.)
- Currently Enrolled in the preschool program
- New families exhibiting active participation in St. Agnes or St. Bonaventure parish as evidenced by regular attendance at Mass
- Catholic Families outside the abovementioned boundaries
- Non-Catholic Families

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

IMMUNIZATION POLICY

All students entering our school in grades PreK-8 are required to comply with the California Department of Public Health Grades K-12 Immunization Requirements. All students must have a TB Screening completed prior to entrance to school.

CURRICULUM

St. Agnes School's curriculum is designed to prepare students for high school and to further the academic goals they may choose to pursue. In order to promote academic excellence all curriculum is based on the Diocese of Oakland Curriculum Standards and in alignment with the California Common Core State Standards. The areas of study include religion, reading, language arts, mathematics, social studies, science, art, music, Spanish, computer literacy and physical education.

RELIGION

Kindergarten through 5th grade integrates the RCL Benziger: *Be My Disciples Series* (2014 edition,) throughout the religion curriculum. The junior high curriculum is based on the St. Mary's Press: *The Catholic Connections Handbook for Middle Schoolers Second Edition* (2014.) St. Agnes School's religion program includes a developmental study of religious truths and Sacred Scripture, Sacramental preparation, participation in worship, congregational singing, practice in Christian living, and growth in Christian ethics and morality. Through the practical application of our daily living, religion becomes the unifying force in our school.

St. Agnes School's religion curriculum is further supplemented with the weekly preparation of the children for the Sunday liturgies. Throughout the school year, the students attend Eucharist regularly. Students in grades 3–8 plan 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 education is also taught. Family Life instruction encompasses the moral educational needs of youth with the teachings of the Catholic Church and the practice of Christian virtues. In accordance with the Safe Environment Project of the Diocese, the Circle of Grace program will be taught to students in preschool through 8th grade.

ENGLISH LANGUAGE ARTS

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

Children in grades kindergarten through second grade use the Zaner-Bloser *Superkids*® program, which integrates phonics, reading, writing, spelling, and grammar. Phonics-based online reading programs such as Lexia, A-Z Reading™ and RAZ Kids™ are used in 1st and 2nd grade to reinforce skills. Class sets of novels are used in the 2nd - 8th grade levels to support reading skills. Reading instruction is supported throughout the curriculum.

The language arts curriculum, in grades 3-8, is taught as an integrated course: reading strategies, vocabulary, grammar, and essay writing center on a core literary work. The *Step Up to Writing* program is a systematic curriculum used to teach and assess writing in grades kindergarten-8th. The three types of writing: informative/explanatory, opinion/argument, and narrative are explicitly taught within this program. The 6+1 Trait® Writing Program, which focuses on idea, organization, word choice, voice, sentence fluency and conventions, are also incorporated within this writing program.

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

MATHEMATICS

The *Go Math* series published by Houghton Mifflin is used to introduce the math standards in grades K-5 and McDougal-Littell publishes the series used in grades 6–8. Mathletics is a web-based application that is also offered to supplement instruction during the year as well as maintain and deepen skills over the summer break. The mathematics program includes:

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

At the 8th grade level, algebra is taught. McDougal-Littell publishes the textbooks and associated materials used by most students.

SOCIAL STUDIES

Harcourt, *The Reflection Series* 2006 Publication (California Series) is used in grades Kindergarten through 5th. The TCI 2017 Publication *History Alive* is used in grades 6-8. Various articles and other primary sources supplement the curriculum. The Lexia Core 5 program is used in grades K-5 to develop close reading skills and enhance comprehension.

The Social Studies program includes the history, culture and contributions of people and neighborhoods, communities of today and yesterday, California history, the U.S. and other Americas, nations of the world, United States history and government, medieval and ancient civilizations and their contributions. The understanding and deep appreciation of American ideals, heritage and way of life are a vital outcome of the social studies program. The Social Teachings of the Catholic Church are interwoven into social studies instruction.

SCIENCE

The science curriculum allows students to discover the many ways that science affects their lives. The NGSS (Next Generation Science Standards) are taught by using various resources. St. Agnes School incorporates the textual inquiry-based FOSS Kits 2018 edition of Delta Education in kindergarten through 8th grade. The

Lexia Core 5® program is utilized in grades K-5 to develop close reading skills and enhance comprehension of non-fiction selections. In addition, students conduct labs and experiments to better reinforce science concepts. Students in grades 6-8 are required to participate in the annual school science fair.

ART AND MUSIC

Each classroom teacher integrates art throughout the curriculum. Music instruction takes place in the music classroom by a specialized teacher. Students are offered music theory, musical understanding, and appreciation through the use of tuned and un-tuned Orff instruments, in addition to vocal training instruction. Liturgical music is taught at all grade levels. English hand bells are offered as an optional part of the music instruction as an extra-curricular activity in 5th grade. Choir is offered as an extracurricular activity for students in grades 2-8.

EDUCATIONAL MEDIA

St. Agnes School is a member of the Catholic Telemedia Network (CTN). Membership entitles the school to access Internet services, educational programs, videos, and other services.

PHYSICAL EDUCATION

Physical education provides children the opportunity to acquire and develop gross and fine motor physical skills, confidence and camaraderie, as well as physical and mental wellbeing. Organized classes of activities, exercises, and seasonal sports are taught according to students' abilities and needs. Extra-curricular sports activities such as basketball and track are available to all students through the parish CYO program.

TECHNOLOGY

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

Each classroom is equipped with iMac computers. Chromebooks are also available for classroom use. Students in grades 6-8 participate in a lease-to-own Chromebook program. This device will remain on campus until the assigned student graduates and then the Chromebook will be the property of that student.

Educational software is available in the areas of reading, language arts, mathematics, social studies and science for levels K-8. The curriculum provides students with additional learning in all academic areas. In grades 3-8 the following programs are integrated throughout the curriculum: keyboarding, word processing, spreadsheet, presentation skills, Google Classroom, and Google Docs. It is the expectation of the school that teachers and instructional assistants will collaborate with the technology coordinator in both planning and scheduling to provide for the integration of instruction at all levels of the curriculum.

St. Agnes School is committed to staying abreast of and current with the latest technologies that have proven to be beneficial in educating students. Interactive whiteboards, projectors, and document cameras have been purchased for every classroom.

In addressing the changing technological landscape of our society, St. Agnes School recognizes the various ways, both positive and negative, that students can use technology both in school and at home. The Diocese of Oakland has designed a Telecommunication Responsible Use Policy that is intended to govern the ethical and responsible manner by which students, parents and staff are to use computer technology both at school and in the home. This document addresses concerns such as cyberbullying, privacy issues, safety issues, etc. All students and their parents/guardians are required to read and sign this Responsible Use Agreement form before the child/children may use the Internet at school. A copy of this form can be found in the *Addendums* section of this handbook.

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

transmitted using the Internet and other related technologies are published materials and are public documents available for worldwide access. This awareness must be taught to our students.

Inappropriate communication, defamation of character, bullying, harassment or any other kind of demeaning behavior on the Internet which potentially brings harm to an individual as well as to our school community is not only contrary to the mission of this school, but unacceptable behavior for anyone professing to follow the Gospel teaching of Jesus Christ. Students and parents 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.

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

FOREIGN LANGUAGE

St. Agnes School offers a Spanish program for grades K-8. The emphasis of this program is to develop basic conversational skills and expose students to the language and culture of Hispanic and Latin American people. A variety of teacher-generated materials enhance their command of the language.

PRESCHOOL PROGRAM

The preschool program introduces the youngest members of our faith community to God and all His wonderful work. A foundation for learning is established by providing a nurturing learning environment built upon respect and dignity of the whole child. Our program offers 3–5-year-olds the opportunity to:

- Explore the areas of religion, math, language arts, science, geography, practical life and art.
- Develop their fine and large motor coordination in both the indoor and outdoor environments.
- Learn self-regulation skills
- Nurture social relationships

Families have the option of enrolling children in a five-, three- or two-day program. **A separate handbook is available on the school website for our Preschool program.**

STUDENT SUPPORT

LEARNING SUPPORT (LS) PROGRAM

St. Agnes School provides a program to support students with identified learning needs. This pullout program IS 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 learning support teacher can elect to work with students on an individual basis as well as in a small group setting, based on identified needs. Separate classrooms are provided for this program.

STUDENT SUCCESS TEAM (SST)

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

EXTENDED CARE PROGRAM “KIDS’ CLUB”

The Extended Care Program (Kids’ Club) serves families who desire parochial school education and supplementary before and after school care. Children in Extended Care experience activities, which complement the school’s philosophy and values. Kids’ Club provides a safe, structured and creative environment.

SCHEDULE

The program is located in Cauchi Hall and operates each school day from 7–7:45 a.m. and 3–6 p.m. On scheduled minimum days, Kids’ Club will be provided from noon–6 p.m. Because the program is an extension of the regular school day, it is not available on school holidays and/or during vacation periods. The Kids’ Club schedule follows the regular school calendar. Any exceptions will be noted on the school calendar.

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

3–3:30 p.m.	Sign in
3:15–3:45 p.m.	Outdoor activity/organized games (weather permitting)
3:45–4 p.m.	Snack
4–5 p.m.	Homework and/or study time for students in 1st-8th Quiet time for kindergarten students
5–6 p.m.	Free play, organized crafts, holiday activities etc.

ABSENCES

If your child is ill, please arrange a ride home for him or her. To assist with planning, please send a note to the program supervisor if you know in advance that your child will be absent from the program.

PICK UP PROCEDURE

Only an authorized adult (indicated on the child’s form,) will be allowed to sign a child out of extended care. Children will not be allowed to leave Kid’s Club without written permission from the parent and only for activities supervised by an adult. Advanced written permission must be provided should someone else be required to pick-up your child.

ENROLLMENT

All enrollment forms must be completed and signed prior to admission. Upon enrollment for the school year, a non-refundable annual registration fee of \$30 per child will be charged. This fee will be applied to the purchase of materials used in the program.

FEES AND PAYMENTS

Fees are \$4 per hour per child. Children dropped off without 24-hour prior notification will be charged at a rate of \$5 per hour. There will be a one-hour minimum charge. Families will be billed a \$35 late fee if payments are not received within 15 days of the billing date. Any returned checks are also subject to a \$35 charge. Since our Kids’ Club operations end at 6 p.m., a fine of \$6 per minute will be charged for any children left after 6 p.m. Infractions may result in termination of your child’s enrollment in the Kids’ Club program. Payments should be made separate from the regular school tuition and should be given to the school office. Checks should be made payable to St. Agnes School.

INSURANCE

Kids’ Club takes place during the normal school year as an extension of the school day; therefore, the children are covered under the regular school time policy.

SNACKS

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

BEHAVIORAL EXPECTATIONS

The children are expected to follow the direction of the Kids' Club staff at all times. Children are expected to be courteous and respectful to one another. If a child violates the posted rules, the supervisor may issue a Parent Notice with detention and/or may ask for a parent conference. If the behavior continues, the supervisor will also notify the principal and the child may be suspended from the program for a specified length of time. Reasons for suspension from Kids' Club are the same as for the regular school program. They are outlined in this handbook under Student Conduct, in the Suspension section. If the behavior continues, the child may be asked to leave the program.

MISCELLANEOUS

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

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

PARENT CONFERENCES

There will be no regular conferences for those children in the Kids' Club program, but the supervisor may be contacted for an appointment. Daily informal discussion with the supervisor is encouraged. Any parent who is aware of any concerns at home that may affect their child should contact the regular classroom teacher as well as the supervisor of the program. Changes of address and phone numbers should be reported immediately to the school office and the Kids' Club program supervisor.

GENERAL INFORMATION

ACCREDITATION

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

In order to secure accreditation, St. Agnes School participates in an in-depth self-study process that takes over a year to complete. A committee of six to eight individuals visits the school site spending four days observing, interviewing and discussing the school and its curriculum. During the committee's visitation, classrooms are observed, members of the community are interviewed, data is gathered, discussions are held, and meetings for review and clarification are scheduled. The end result is a written recommendation made by the Visiting Committee to the WCEA and WASC agencies to give or deny accreditation for a period six years with or without stipulations. Approximately 3 to 4 months after the formal visitation, the final accreditation is sent to the school.

During the term of accreditation, written progress reports for site improvement are submitted annually to the Diocese of Oakland as well as to WCEA and WASC. St. Agnes School has been an accredited school for over 25 years. The Schoolwide Learning Expectations are listed in the front of this handbook. These expectations are a part of the WCEA/WASC process.

St. Agnes School is committed to challenging the adults in our community to meet these expectations while ensuring that when a child graduates, he or she will be a faith-centered Catholic, proficient communicator, and conscientious student who is academically prepared to meet the challenges of high school.

"Education is integral to the mission of Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth." - Meeting with Catholic Educators – Address of His Holiness Pope Benedict XVI Conference Hall of the Catholic University of America in Washington, D.C. Thursday, 17 April 2008 19

ATTENDANCE

Absences

It is important for students to be in attendance for all school days. Absences for non-medical reasons are inadvisable. When families elect to take vacations or family trips during regular school time, teachers are not required to provide class work or make-up assignments to accompany children on these unexcused

trips and/or vacations. Parents who plan vacations when school is in session are responsible for the academic loss to their child. Even if the work or tests could be made up, this cannot compensate for the lost classroom instruction.

Please contact the school prior to 9 a.m. on any day your child is unable to attend school. If the school does not receive notification of the absence, an automated system 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.
- Upon returning to school from an absence, it is necessary that a written excuse signed by the parents or guardians of the child accompany the student.

"Excessive absence" is defined as being absent from school for six (6) absences per trimester or a total of eighteen (18) days per school year. Whenever a student arrives after morning recess he or she will be considered a half day absent. Excessive absences, even if necessary and excused, may be grounds for decreased credit or disciplinary action at the discretion of the Principal. An accurate record of all absences, whether full day or half day, will be recorded in the school register.

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

Medical appointments

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

Tardiness

The school day begins when the first bell rings at 7:55 a.m. Children are considered tardy after the second bell rings at 8 a.m. When a child is tardy, an adult should accompany him or her to the office and sign them in. A late slip must accompany the child into the classroom.

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

- 4th tardy -- will result in detention to be served by the student
- 5th tardy -- will result in a parent/teacher conference
- 6th tardy -- \$25 fine per tardy thereafter and loss of extra school activity (i.e. field trip, dance, school party, etc.)

BICYCLES

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

DROP-OFF, PICK-UP, AND PARKING PROCEDURES

Please do not park in the teacher parking lot, as it is reserved for teachers and staff. When parking on campus during school hours, please only park in marked parking spots. Do not park anywhere else on the blacktop. This is for the safety of our students.

Morning drop-off

Morning drop-off begins at 7:45 a.m. Please do not drop off students before 7:45 a.m. unless you are bringing them to morning Kids Club. For Kids Club, you can drive up next to Cauchi Hall.

Side A (School Side): Please drive cars to the flagpole in a single line. Students whose cars are parallel to the schoolyard are to exit from the right passenger side only and parents are to remain in their cars. In order to alleviate congestion, please do not park in this area unless you have a handicapped placard. Traffic flows both in and out of the same gate. For the safety of all – Right Turn Only!

Side B (Church Side): Cars enter on the Chapel side of the church. Proceed around the church toward the Ministry Center to the crosswalk drop off area in a single line. Children exit the vehicle from the left passenger side only. Cars may use designated slots in which to park and then walk children to the schoolyard. Upon exiting at the Ministry building, drivers may turn left or right.



Afternoon pick-up

Afternoon pick-up begins at 2:45 p.m. Please do not drive onto the blacktop until after 2:45 p.m. Prior to 2:45 p.m., cars can line up along the driveway between the big field and the church.

Side A (School Side): There is **no** car pick-up on this side in the afternoon.

Side B (Church Side): Enter only at the far end of the property and drive around the church until cars are parallel to the main school building, forming four lines. Please remain in your car. Children may only approach vehicles that are parallel to the school once the traffic supervisors give the appropriate signal. When directed to exit, please proceed to the faculty parking lot gate, you may turn either right or left.



Children may also be picked up from the porch area and walked to cars parked in designated parking slots. Those parking still need to enter in the farthest driveway. Students and adults may only cross at the front of the car lines. Please do not walk between cars. Cars exiting the church parking lot may turn either right or left. Parking on Chestnut Avenue should be avoided at all times for safety reasons. Children will not be allowed to congregate near the church building and therefore cannot be picked-up from this area. If you're picking up your child from Kids Club after carline is finished, you can drive up next to Cauchi Hall.

EARTHQUAKE / EMERGENCY DISASTER

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

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

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

Turn on the radio/TV and follow instructions for the civic community. For the sake of communication, St. Agnes School will follow the local public school district's decision. Turn the channel to any of the following locations for current information/news:

RADIO:	KCBS 740 a.m.	415-765-4000, 415-954-7777			
	KGO 810 a.m.	415-995-6800			
	KNBR 680 a.m.				
TV:	CHANNEL 7	415-954-7777		CHANNEL 4	415-441-4444
	CHANNEL 5	415-362-5550		CHANNEL 2	510-834-1212

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

Parish Church:	925-689-0838
Red Cross:	415-427-8000
CCD Office:	925-689-3757
Day Care:	925-689-0711

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

EDUCATIONAL TRIPS

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

Whenever possible, St. Agnes School will use buses to transport children on field trips. When this is not possible or practical, two parents per car will be needed to transport students. Parent drivers must be at least 25 years of age and are required to complete an additional form (see our website). Copies of the following documents are required and must be given to the classroom teacher or instructional assistant prior to the day of the field trip:

- a valid California driver's license;
- an insurance policy with a minimum coverage of \$100,000 to \$300,000; the car license number and description of the car.

Any child whose height is less than 4' 9", or is not yet 8 years of age, must bring his/her own booster seat. All children must use seat belts. In cars that have airbags engaged, children under the age of 12 may not sit in the front seat. Parents have the right to refuse permission for their child to attend a particular field trip. In such a case the child is required to be in attendance at school and written work will be provided for him/her to complete.

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

ELECTRONIC DEVICES

Students are not allowed to have cell phones, headphones, or any other electronic devices on campus before, during, or after school hours for any reason. Should a student have any of these items found on campus, the items will be taken away and returned to the student at the end of the school year. The use of e-readers or tablets exclusively for AR reading will only be allowed in grades 4–8.

FACULTY MEETINGS

Faculty meetings are held on Wednesday afternoons at 3:30 p.m. The first Wednesday of each month is a faculty articulation day and therefore a minimum day for the students. On minimum days, all classes will be dismissed at noon to accommodate special staff meetings, grade level articulation and/or teacher in-services.

HOMEWORK

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

Grades K and 1	20 – 30 minutes nightly	Grades 4 and 5	45 – 60 minutes nightly
Grades 2 and 3	30 – 45 minutes nightly	Grades 6– 8	60 – 120 minutes nightly

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

HOT LUNCH

A school lunch program is available throughout the year. Students may purchase lunch for \$4 per day. Lunches must be paid for in advance on a weekly basis. There will be no daily food sales available. Students may also bring lunch from home. Parents should make certain that their children have a nutritious lunch. Fast food should not be brought to school; if this occurs the child will eat in the office as it causes a distraction to the other children. This program relies on parent volunteers, if a shortage of volunteers occurs, the lunch program may be cancelled.

ILLNESS

According to County Health Department regulations, a child must be fever free without medication and/or have not vomited for at least 24 hours before returning to school.

LIBRARY

Each class has a regularly scheduled time to visit the library. Students in Kindergarten through 4th grade may borrow one or two books at a time. Students in grades 5th through 8th may borrow up to four books at a time. Reading material may be borrowed for a one-week period, renewable once, as long as the book is not on reserve. A \$0.25 fine per day is charged for each overdue book, after one month, a bill will be sent home for the cost to replace the book. Fees that are not paid by the end of the trimester may result in report cards being withheld.

LOST AND FOUND

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

MEDICATIONS

ONLY SCHOOL PERSONNEL, WITH WRITTEN CONSENT FROM A PHYSICIAN, CAN ADMINISTER MEDICATION.

If a child needs medication during the school day, the following procedure must be followed:

- A signed release from doctor and parent must be on file stating the name of the medication and dosage to be given.
- Medication must be in the original prescription bottle with child's name printed on the label.
- The child must come to the office for medication, which has been provided by the parent or guardian.
- A child's medication will be identified by office personnel and then be administered to the child in the presence of an adult supervisor.
- Children may not be sent to school with any medication to be kept on their person. Parents must bring all medication into the school office personally.
- If a student's well-being is in jeopardy unless an inhaler/epi-pen is carried on his/her person, a parent may request that the student be permitted to carry the inhaler/epi-pen. A form must be requested from the school secretary, completed and then submitted to the principal before this can take place.
- All medications need to be picked up from the office by the end of each school year.

PARENT ASSOCIATION (PACE)

St. Agnes School has a Parent Association called PACE (Parent Association for Catholic Education,) that meets on the second Tuesday of each month. The purpose of this association is to help coordinate the fundraising efforts and social activities of the school. The PACE organization will sponsor education evenings in which topics current to parenting will be addressed. All parents of St. Agnes School are members of the PACE organization. There is an annual fee of \$35 per family charged by PACE. A portion of this fee (\$10.00) pays for the costs associated with Teachers' Appreciation Week. This fee is billed to each family's account and is due and payable in July.

PARENT INVOLVEMENT

Parents volunteer to participate in the following services: library, hot lunch program, room parents, athletics, health program, Development Committee, School Board, PACE Board, fund-raisers, socials, etc. Each family is required to give 30 hours or more (15 hours for single parents) per year. Parents are required to fulfill all jobs assigned for which they requested even if they exceed the required 30 hours. Included in the 30 hours of service are 4-hours each in the following categories:

- mandatory maintenance work party
- annual Development or PACE fundraising event

A fee of \$50 per hour will be charged for any portion of unfulfilled hours.

Volunteer vouchers are available in the school office. It is the parents' responsibility to obtain the signature of the activity coordinator and to return this voucher to the office for record keeping purposes. Completed vouchers must be turned in within 30 days of the event. Failure to do so may render those hours unacceptable. If possible, half of the required hours should be served in the first half of the year and the remaining hours served prior to May 1.

State law requires that there be a current TB Risk Assessment questionnaire signed by a healthcare provider on file for any volunteer who participates in the classroom, hot lunch program, library, or any activity of 10 hours or more per month. The Diocese of Oakland also requires all parents and volunteers to

have their fingerprints cleared and documentation forwarded to the Safe Environment Office. A certificate from the VIRTUS program must also be on file at the school as well as.

PETS

In order to ensure the safety of all those on campus, pets are not allowed on our school grounds. Service animals are the only domesticated animals to be on campus. One exception to this is the Annual Blessing of the Animals Prayer Service, during this gathering however, all pets must be either leashed or enclosed in a carrier/cage.

SCHOOL BOARD

This School Board shall have as its primary concern the ministry of Catholic school education: the spiritual, intellectual, physical, emotional and social development of the students. The School Board, operating under the guidance of the Department of Catholic Schools and Superintendent of Schools, and in conformity with the policies of the Diocese of Oakland and consistent with the policies and plans of the Diocesan School Board, shall concern itself with policy matters pertaining to the general excellence of Catholic education at St. Agnes School.

Working in close collaboration with its administrative officer, the Principal, and hearing its many publics, this School Board shall provide advice and counsel with regard to the formulation of policies that will enable the school to reach its agreed upon goals. The Consultative School Board is established to assist the Principal and ultimately the Pastor by providing advice and counsel particularly in the following areas: Strategic Planning, Policy Formation, Institutional Advancement/Development, Financial Planning and Financial Management, Communications.

The Consultative School Board has no authority for formulating policies separate from the Pastor and Principal. The Parish School Board does not have responsibility for determining the amount of parish funds in support of the school and has no responsibility with regard to school staff/personnel or students.

SCHOOL SCHEDULE

The school day begins at 8 a.m. and concludes at 3 p.m. daily. Notification of schedule changes can be found in the family newsletter and on the monthly calendar.

Supervision is provided at 7:45 a.m. before school begins. Children may not arrive on the school grounds before 7:45 a.m. except when enrolled in the Extended Care Program (Kids' Club). Children enrolled in Kids' Club may arrive as early as 7 a.m. Children who are dropped off at school prior to the 7:45 a.m. yard supervision time will be sent to Kids' Club and a bill for services will be sent home. On regularly scheduled days, when school is dismissed, any child still on the grounds past 3:15 p.m. will be taken to Kids' Club, as we do not wish to endanger their safety by allowing them to remain on the grounds without supervision. A bill for services will be sent home.

The minimum day schedule is from 8 a.m. to noon. Since the faculty and staff are involved in meetings on most minimum days, the children on the school grounds after 12:15 p.m. will be sent to Extended Care and families will be billed.

A regularly scheduled monthly Mass will be celebrated as a school. These monthly Masses are scheduled for the first Friday of the month and will be celebrated at 1:30 p.m. in the Church.

Daily School Schedule:

School begins at 8 a.m. and ends at 3 p.m. for all grades

Grades K-2	Recess	9:45–10 a.m.
Grades 3-5	Recess	10–10:15 a.m.
Grades 6-8	Recess	10:15–10:30 a.m.
Grades K-5	Lunch	12:30–1:10 p.m.
Grades 6-8	Lunch	12:40–1:10 p.m.

Minimum Day Schedule:

School begins at 8 a.m. and ends at noon for all grades.

STUDENT COMMUNITY SERVICE HOURS

Every middle-grade student is required to perform community 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. All hours must be completed by May 1 and may begin prior to the conclusion of the school year. The expectations are:

- 6th grade = minimum of 15 hours of service
- 7th grade = minimum of 20 hours of service
- 8th grade = minimum of 25 hours of service

STUDENT LEADERSHIP

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

VISITOR PASSES

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

WEBSITE

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

HOME/SCHOOL COMMUNICATION

EMERGENCY CARDS

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

PARENT-TEACHER CONFERENCES/APPOINTMENTS

Formal parent-teacher conferences will be held after Progress Reports are issued during the first trimester in October. Appointment times will be scheduled through an online service such as SurveyMonkey.

Throughout the year, classroom teachers may find it necessary to request further conferences either through a written note or a telephone conversation. The teachers for grades K-5 will also send a comprehensive progress report midway in each trimester communicating any areas of concern. Junior high students and their parents can view grades using the parent or student portal of PowerSchool. It is expected that parents will monitor progress on a regular basis, therefore no progress reports will be sent home for these students.

A child's success relates directly to the quality of parent and teacher communication. When a question or concern arises regarding your child or their progress, please contact the appropriate teacher as soon as possible to make an appointment for a meeting. It is not acceptable to come to the classroom during the instructional day to discuss a student or a problem. 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 party(ies) has been consulted.** Conferences can then be set up between teacher, principal and parent, if so desired. The chain of command for parent/legal guardian concerns is listed below:

- Appropriate teacher/staff member
- Principal
- Pastor
- Superintendent (complaints must be filed in writing to the Superintendent)

Our PACE and School Boards may also be good resources for vetting ideas or expressing general concerns. The point of contact would be the respective board's president, as noted in the School Directory.

FAMILY ENVELOPE

Each Wednesday of the school year, a large envelope, called the "Family Envelope, is sent home with the youngest registered child of each family. An electronic version of the contents is available for those who request this form of communication and the newsletter is also available on the school website. The Family Envelope contains valuable information regarding the school and parish. Please ask your child for this envelope each Wednesday and return it to school by Friday. You may send tuition, notes, hot lunch orders, permission slips, SCRIP orders, etc., in this envelope. We request that cash payments for tuition and SCRIP orders not be sent with the child. 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 K through 8. The grading system is as follows:

Grades K-5	4 – Advanced Exceeds Master			
	3.5			
	3 – Proficient/Mastery			
	2.5			
	2 – Developing/Approaching Mastery			
	1.5			
	1 – Needs Support/Below Basic			
Grades 6-8	A	95 - 100	C	73 - 76
	A-	90 - 94	C-	70 - 72
	B+	87 - 89	D+	67 - 67
	B	83 - 86	D	63 - 66
	B-	80 - 82	D-	60 - 62
	C+	77 - 79	F	59 and below

All students receive marks for their Social Development and Work Habits as indicated:

- E – Exceeds Expectations
- M – Meets Expectations
- N – Needs Improvement

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.

SCHOOL POLICIES

AMENDMENT POLICY

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

CARE OF TEXTBOOKS AND OTHER SCHOOL PROPERTY

As each new school term begins, every child is given books to care for and use throughout the year. Good care and respect for all materials is important. Each child is expected to treat books in such a manner that other children can use these books for several years to come. A policy has been established for textbook replacement. A student will pay full replacement costs for any school property (i.e. textbooks, computers, desks, chairs, musical instruments, etc.) deemed unusable. Children who damage a book that can still be used will be fined a damage fee of \$25. All books must be covered throughout the entire school year.

CUSTODIAL RIGHTS

The school requires 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.

FAMILY RESPONSIBILITY

All schools in the Diocese of Oakland are intended to be environments that educate, nurture and support students according to basic Catholic principles. Everyone involved in the development of children and youth—teachers, administrators, parents, family and friends—is required to behave in accordance with these principles. These Catholic principles include but are not limited to the following:

- Parents, guardians, family members, childcare providers and friends (including but not limited to grandparents, stepparents, siblings) are expected to work courteously and cooperatively with the school in all areas of the school and student life. This principle is intended to broadly apply to all on and off campus behavior that affects the school in any way.
- Students, parents, guardians and family members may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive and must use appropriate channels of communication to raise these concerns. Appropriate channels of communication include contacting the teacher or the principal directly by phone or email. Inappropriate channels of communication include posting information on Facebook or similar social media, using the school's contact list to email or text others. Such channels of communication are considered divisive and not designed to lead to a resolution of the issue in the most respectful and Christ-centered manner.
- A parent with concerns regarding the behavior of another student must direct the concern to the classroom teacher or principal, not to the child or the child's parents.
- Parents, guardians or other responsible adults who violate these Catholic principals may be asked to withdraw their student from the school. Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.). The School reserves the right to determine, in its discretion, when conduct is of such a nature as to warrant any action including asking that the parent withdraw his/her student(s) from the School. It shall be an express condition of enrollment that the students and parents or guardians shall conform themselves to standards of conduct that are consistent with the Catholic principles of the school, as determined by the School in its sole discretion.

FUNDRAISING

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

St. Agnes School hosts two annual events: a golf tournament and Gala/Auction. Each family is expected to participate (i.e. sell a certain amount of raffle tickets, work 4 hours at one event) and if possible, attend the events. Proceeds from these fund-raisers go directly to offset the educational costs that tuition does not meet.

MOVING/CHANGE OF ADDRESS

If a St. Agnes School family moves but remains in school, the following must be done:

- Notify the school office of the change in address.
- Update Emergency forms.
- Update the Disaster Emergency forms.
- Notify the homeroom teacher.

PREGNANCY POLICY

Through its philosophy, schools in the Diocese of Oakland teach and guide its students to make responsible and moral decisions within the framework of the teachings of the Catholic Church. In accordance with these teachings, schools in the Diocese of Oakland assume the position that all life is a God-given gift and is sacred. The school supports the pregnant student by encouraging her to continue her studies at the school and by providing Pastoral guidance.

During the student's term of pregnancy, the Principal will assess and determine the attendance status for the mother (and identified father, if a Diocese of Oakland student) and after consultation with the parents of the student(s), a counselor, and others as deemed appropriate (Pastor, Superintendent of Catholic Schools, and Pastor of the student (s') parish). The following, thereafter will be the guidelines: Counseling sessions for both (mother and father) shall be required. The parents of the student(s) will be allowed, though not required, to attend.

To assure the safety and well-being of the pregnant student and her child, a doctor's release will be obtained and kept on file at the school; and a documented waiver, signed by the student(s) and the parent(s) or legal guardian(s), will be kept on file at the school, releasing the Diocese of Oakland, the school, and its employees from any liability during the attendance of the students during the period of pregnancy. The program of studies of the pregnant student (and father) will be assessed and monitored by the Principal and the counselor(s) of the student(s).

Re-entry or readmission to the school program following delivery of the baby will depend on the mother's (and father's) meeting with the Principal, the conditions of which would include but not be limited to similar criteria as above and appropriate plans for the care of the child while the student(s) are attending school.

RECORDS

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

St. Agnes School also abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Again, in the absence of a court order to the contrary, St. Agnes School will provide the non-custodial parent access to the academic records and 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 an official copy of that court order.

Only those connected with the school faculty or administration will be permitted to see school records, obtain copies thereof or otherwise learn of their contents without the permission of the involved student's parent(s) or legal guardians(s). Immigration officers or other government officials will need to present the school with a valid subpoena or warrant to access these records.

REMEDATION

When necessary, prior to May 1, teachers will notify parents about any and all summer remediation requirements. A conference between the parents, teacher, and principal will take place prior to the beginning of the new school year to evaluate the student's status for the upcoming school year.

RETENTION POLICY

St. Agnes School provides a challenging academic environment for all children. Although we try to ensure the success of all children, sometimes it is not possible for a child in grades K-2 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. Should a child in grades 3-7 not be performing at grade level, he or she may be considered, in consultation with the Superintendent, as a “transfer” to the next grade at the end of the year.

In the event that retention or transfer is being considered, the teacher and principal will discuss the situation and request a parent conference. This conference will be scheduled prior to the second progress report (middle of the second trimester). The following points will be considered:

- Specific academic reasons to indicate retention;
- Skill deficiencies;
- Specific behavioral reasons to consider retention;
- Measures that have been implemented to alleviate the academic and/or behavioral problems.
- Specific programs or changes that will be implemented next year to meet the child’s individual needs.

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

SAFE ENVIRONMENT

Every adult wishing to volunteer at St. Agnes School must be screened through the Oakland Diocese Safe Environment for Children Project. There are two components to this screening process.

- The VIRTUS online course is required. A fee of \$15 per person must accompany the certificate that is received after the completion of the course. All certificates and fees are to be brought into the school office. Recertification is required per St. Agnes School’s 3-year cycle.
- Fingerprints must be taken and once cleared, this documentation will be filed with the Diocese of Oakland.

Anyone who does not wish to comply with these regulations may not participate in activities sponsored by school/parish while children are present. *The Diocese of Oakland Code of Conduct Involving Interactions with Minors* has been included for your review, in the addendum section at the end of this handbook.

STUDENT PHOTOGRAPHS

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

STUDENT ID CARD

Commencing July 1, 2019, a public school, including a charter school, or a private school, that serves pupils in any of grades 7 to 12, inclusive, and that issues pupil identification cards shall have printed on either side of the pupil identification:

1. The telephone number for the National Suicide Prevention Lifeline, 1-800-273-8255.
2. The Crisis Text Line, which can be accessed by texting.

ST. AGNES SCHOOL SCRIP PROGRAM

SCRIP is a mandatory program whereby each family is expected to purchase an amount of SCRIP in a year that generates at least \$300 in profit.

- If you elect not to participate in the program, or minimally participate (\$100 in profit), you will be assessed a fee of \$500.
- If you generate between \$101 and \$150 in profit, you will pay the balance plus 30% of the \$300.
- If you generate between \$151 and \$200 in profit, you will pay the balance plus 20% of the \$300.
- If you generate between \$201 and \$299 in profit, you will pay the balance plus 10% of the \$300.

If you generate over \$400 in profit, the additional amount will be divided equally between the school and you. This overage will be credited to your September/October tuition payments.

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

SCRIP may be purchased through the weekly envelope or the school office Thursday and Friday mornings. If there are further questions, please call the school office.

SCHOOL UNIFORM

SCHOOL UNIFORM REQUIREMENTS

St. Agnes School takes pride in its students and we expect our students to take pride in themselves. We also want those who come in contact with our students to see them as positive representatives of our school. Therefore, we outline below the basic regulations exist for proper dress and grooming. These regulations help create an atmosphere conducive to learning and demonstrate pride in our school.

Appearance is important. Students are expected to come to school clean and neat. All elements of the uniform are required attire. No other clothing is allowed. Articles of clothing should be clearly labeled with the family name. The school uniform should be kept neat and clean at all times. **Parent cooperation in seeing that the uniform code is adhered to is not only appreciated but expected.**

The following is the list of uniform requirements:

Girls uniform

- Hunter green and blue plaid jumper (K–4 only).
- Hunter green and blue plaid skirt, (5–8 only).
- Blue or khaki skorts (K–4 only).
- All skirts, skorts, and jumpers may not be shorter than 2" above the knee. Length of skirt will be determined by having the student kneel down and the hemline will be measured from the floor up.
- Navy blue or khaki Dennis Uniform walking shorts; uniform shorts may be worn for P.E.
- Navy blue or khaki cotton twill Dennis Uniform pants.
- Dennis Uniform monogrammed polo shirt, in green or white, long or short sleeves.
- Short sleeve, Peter Pan collar white blouse (K–4 only).
- Solid white, black, or navy blue crew (above the ankle socks) or knee high socks. Socks must be worn at all times.
- Solid white, black, or navy blue footed tights may be worn with skirts or jumpers. Leggings are not an accepted alternative.
- Navy blue monogrammed jackets as sold by Dennis Uniforms are the only jackets to be worn by students, as weather dictates. No non-uniform jackets may be worn.
- Navy blue cardigan or V-neck uniform sweater (optional).
- Navy blue crew-neck sweatshirt with St. Agnes monogram (optional).
- Navy blue zip microfleece jack with monogram (optional).
- Caritas sweatshirts (optional, 5th and 6th grade students only).
- Gray sweatshirts (optional, 6 and 7th graders only).
- Special class sweatshirts are worn by 8th grade only.
- All bottoms must be worn at the waist at all times. Over-sized shirts, sweaters, sweatshirts, and jackets may not be worn.

Boys uniform

- Navy blue or khaki Dennis Uniform cotton-twill pants.
- Navy blue or khaki Dennis Uniform walking shorts.
- Pants and shorts must be worn at the waist. Over-sized shirts, sweaters, sweatshirts, and jackets may not be worn

- Dennis Uniform monogrammed polo shirt, in green or white, long or short sleeves.
- Solid white, black, or navy blue crew socks (above the ankle), clearly visible above the top of the shoe. Socks must be worn at all times.
- Navy blue monogrammed jackets as sold by Dennis Uniforms are the only jackets to be worn by students, as weather dictates. No non-uniform jackets may be worn.
- Navy blue cardigan or V-neck uniform sweater (optional).
- Navy blue crew-neck sweatshirt with St. Agnes monogram (optional).
- Navy blue zip microfleece jack with monogram (optional).
- Caritas sweatshirts (optional, 5th and 6th grade students only).
- Gray sweatshirts (optional, 6 and 7th graders only).
- Special class sweatshirts are worn by 8th grade only.

Shoes (Boys and Girls)

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

Cold/Rainy Weather Apparel

Uniform sweaters, sweatshirts, and microfleece jackets can be worn in the classroom, including middle-school sweatshirts. Dennis Uniform outerwear (rain jackets) can be purchased but cannot be worn on the classroom. Gray St. Agnes sweatshirts can be worn on Spirit Days only. Green St. Agnes knit caps may be worn to school, but no in the classroom. Non-uniform items may not be worn to school or during the school day. Colored or printed t-shirts or long-sleeved shirts may not be worn underneath school regulation shirts or blouses; solid white "undershirts" or thermal-wear are acceptable.

Earrings (Girls only)

One flat, gold or silver post earring in the center of each earlobe (may not cover ear lobe), including newly pierced ears. No jewels or precious stones. If an earring falls out, it will be placed in a sealed envelope; teachers will not reinsert earrings. No gauges, hoops, or any type of dangling earrings are allowed. St. Agnes School will not be responsible for lost earrings.

FORMAL UNIFORM

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, awards). Junior high sweatshirts may be worn as part of formal. Standard uniform guidelines apply with these exceptions:

Girls formal uniform

- Plaid Dennis Uniform jumper (K-4).
- Plaid Dennis Uniform skirt (5-8).
- Peter Pan collared white blouse (K-4) or monogrammed polo shirt (long or short sleeve).
- Skorts, shorts, and pants are not to be worn on formal days.

Boys formal uniform

- Dennis Uniform blue or khaki cotton-twill pants; no shorts on formal days.

SPIRIT TUESDAYS

Every Tuesday is Spirit Tuesday, where students can opt to wear their St. Agnes Spirit Shirt. On these days, students can opt to wear jeans, as long as they are in compliance with our non-uniform dress policy. If a student chooses not to wear the Spirit Shirt and/or jeans, standard uniform must be worn. The first Tuesday of every month is an optional \$2 free dress day. Students can pay \$2 to wear free dress, as long as they are in compliance with our non-uniform dress policy. Students who choose not to pay \$2 for free dress may wear standard Spirit Day wear or the standard uniform.

UNIFORM PURCHASING

All St. Agnes School uniforms are purchased through Dennis Uniform Company. They are located in San Francisco and can be contacted at **1-800-854-6951**. You may also order online at www.dennisuniform.com. Our school code is **NZ4STA**. Each year a uniform sale is held at school but when items are needed as the year unfolds, the uniform company should be contacted directly. Dennis Uniform Company scrip is available for all purchases.

St. Agnes School offers a “used uniform” program. Contact the school office for the name and number where these used uniforms are available.

NON-UNIFORM DRESS CODE

The school uniform is worn each day unless specific permission is given for non-uniform dress. Specific Tuesdays have been designated as non-uniform dress days, as noted above. The following code applies:

Girls non-uniform dress code

- TOPS: T-shirts, polo shirts, blouses or sweatshirts.
- PANTS: Cotton twill, jeans, cords.
- SKIRTS/DRESSES: Appropriate styles (no more than 2” above the knee); mini-skirts and tube skirts are not allowed.
- SHORTS: Walking length (no more than 2” above the knee), cotton twill, tailored and hemmed denim shorts.
- SOCKS: For safety and health purposes, socks must be worn at all times.
- SHOES: Footwear must be tennis shoes or hard-soled shoes with Velcro or laces. These types of shoes enable safe participation in P.E. activities as well as free play at recess and lunch. No open toed shoes are allowed.

Boys non-uniform dress code

- SHIRTS/TOPS: T-shirts, polo shirts, dress shirts, sweatshirts
- PANTS: Cotton twill, jeans, cords, or slacks belted at the waist
- SHORTS: Bermuda length
- SOCKS: For safety and health purposes, socks must be worn at all times.
- SHOES: Footwear must be tennis shoes or hard-soled shoes with Velcro or laces. These types of shoes enable safe participation in P.E. activities as well as free play at recess and lunch. No open toed shoes are allowed.

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

- Skulls, crossbones, or gothic-style attire
- Advertising or logos that carry inappropriate messages, including suggestive slogans, pictures or words
- Cut-off shirts, shorts, jeans, or sweat pants
- Baggies, jams or pajama-like pants
- Sagging pants or shorts. Pants must be worn at the waist, not on the hips or below.
- Spandex, aerobic, or other tight-fitting clothing
- Half-shirts or any other shirt that bares the stomach
- Sweatsuits or sweatpants
- Clothing with holes or rips
- Uggs, Heelys, flip-flops, or any open-toed shoes
- Low cut tops, including but not limited to: tank tops, halters, tubes, spaghetti-strap tops, crop-cut blouses; shoulders should be covered
- “Muscle” T-shirts, and mesh material tops
- Oversized clothing
- Baseball caps or hats
- Gym wear (including basketball and soccer shorts, bicycle shorts, yoga pants, and leggings)

PERSONAL APPEARANCE AND ACCESSORIES

Make-up, jewelry, and artificial nails are not permitted. Only clear nail polish may be worn on fingernails during school hours. Extreme haircuts or styles are not permitted, i.e. dyed, bleached, highlighted hair or unblended layers. Additional beading, feathers, or extensions may not be worn. Any bows or headbands must be solid white, navy blue, hunter green, or black or uniform plaid. Haircuts with tails are not allowed and the length of a boy's hair must be short enough so as not to touch the shirt collar. A boy's hair length may not touch the eyebrows. Shaved heads, mohawks, designs or razored parts, etc., are not acceptable. Body piercing or tattooing of any kind is prohibited. All boys' faces are to be clean-shaven. In addition, any current fashion deemed extreme, inappropriate, or unacceptable by the administration or faculty will be prohibited. All jewelry is prohibited, except watches, approved earrings, and necklaces that are religious in nature (i.e., a blessed religious medal or cross).

CONSEQUENCES FOR INFRACTIONS

If an infraction occurs, a uniform violation form will be sent home to notify parents. If a second such occurrence takes place, a notification will be sent home and a detention will be served. A fine of \$1 may be levied. The money from these fines will be given to assist in the work for God's poor and marginalized. An additional infraction will result in the loss of the next non-uniform dress privilege.

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 the school office. Frequent checking when items are lost is encouraged. Unclaimed items are given to the poor at the end of each trimester.

STUDENT CONDUCT

DISCIPLINE POLICIES

We believe all students have the right to a school environment that is peaceful and cooperative. Any disrespectful and/or disruptive behavior on campus or during a school-sponsored event will not be tolerated. In order to guarantee all students at St. Agnes School the excellent school climate they deserve, the staff will notify parents when any inappropriate behavior or academic issue arises.

When the school year begins, the children's teachers will inform all parents and students 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 be supported in a collaborative effort between home and school. Children are more successful when parents and teachers work together. Parents should avoid undermining teachers' credibility with inappropriate comments or suggestions. Parents are encouraged to share information with the classroom teacher regarding individual family situations that 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 will enforce these codes and the school will communicate serious violations to parents. The students and parents are responsible to obey all the school rules as well as respect the staff and each other. Students are expected to 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 or Praise Notes 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

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

The children are expected to respect and obey all forms of authority, i.e. teachers, substitute teachers, instructional assistants, office personnel, parent volunteers, etc. Teachers will notify parents of any serious behavior problems that warrant disciplinary action. SUPPORTED BY THE PRINCIPAL, THE TEACHER IS THE PRIMARY SCHOOL DISCIPLINARIAN.

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

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

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

- Follow the directions the first time given from anyone in charge.
- Fighting, swearing, teasing, name-calling, bullying or responding disrespectfully to peers or adults is not tolerated.
- Obey all classroom rules.
- No throwing objects in the classroom.
- Complete all classroom and homework assignments on time.
- Follow the uniform requirements.
- No gum chewing is allowed on campus.
- All books must be covered for the entire school year. Students who write in "non-consumable" books or damage them in any way will be charged a fee or pay the entire cost of replacing the text depending upon the amount of damage to the book.
- Fees will be levied to cover the cost of damage to any school property.
- Use technology in a respectful and responsible manner both in school and at home.
- All 7th and 8th grade students are eligible to attend dances each year. In order to participate, students must comply with the above-mentioned behavior.

Occasionally, there may be a child who experiences difficulty following school expectations in either the area of behavior and/or academics. Should that occur, the school personnel would address the student in a timely and fair manner. If necessary, a conference will be scheduled and a behavior and/or academic contract may be implemented.

STUDENT HARRASSMENT, BULLYING AND HAZING POLICY

All schools in the Diocese of Oakland are committed to providing a safe, nurturing learning environment that promotes Christian values and respects the dignity of each individual student entrusted to our care. Bullying and harassment stand in the way of our social vision and the gospel values of empathy and inclusion. Therefore, the Diocese of Oakland has adopted this policy to ensure that our schools prevent and respond to bullying and harassment during the school and after-school programs, at school field trips, school or Diocesan sponsored events, and when students are traveling to and from school.

What is bullying?

Bullying occurs when a student, or group of students, repeatedly try to hurt, humiliate, intimidate or get power over another less powerful student in any of the following ways.

- Physical bullying is when a student repeatedly uses physical force to hurt another student e.g. by hitting, pushing, shoving, kicking, impeding or blocking movement, taking a student's belongings or stealing their money.

- Verbal bullying is when a student repeatedly uses words, images or gestures to Intimidate or humiliate another student e.g. by taunting, name-calling, teasing, putdowns, insults, threats and blackmail.
- Relational bullying is when a student repeatedly and intentionally excludes or isolates another student e.g. through leaving them out, manipulating others against them, or spreading untrue rumors or gossip.
- Cyberbullying is when a student repeatedly uses their cell-phone, text messages, e-mails, instant messaging, the Internet and social media to threaten, shame or isolate another student. This is defined in more detail in the Diocesan Telecommunications Responsible Use Policy.

Bullying is different from conflict. Conflict is an inevitable part of life and can occur at school when a student perceives another student as being an obstacle to what they want or value. If students are in conflict but are not using bullying to get power over the other student, we are committed to helping our students talk it through.

What is harassment?

Bullying may at times amount to harassment. It is harassment to target a student online or face to face because of their actual or perceived disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or because they are associating with a student or group of students with one or more of these actual or perceived characteristics.

It is sexual harassment to target a student with unwanted sexual comments, gestures, attention, stalking and physical contact that cause a student to feel uncomfortable or unsafe at school, or interferes with schoolwork. It is the policy of the Diocese to ensure that schools investigate and respond to complaints involving sexual harassment as provided in the school's Sexual Harassment Policy. Harassment in any form is illegal. Our Diocese does not tolerate bullying or harassment, or any act of retaliation against a student that has reported bullying or harassment. For these reasons it is the policy of the Diocese to ensure that each school takes the following measures. (See ADDENDUM)

Threats made by students

The school will take all student threats seriously, including those from students that threaten to inflict serious harm to themselves or others or to destroy property. Whoever hears or becomes aware of any threat made by a student should immediately report it to the Pastor, the Principal, or a teacher. The Principal should notify the police and the Department of Catholic Schools immediately.

The student who has made the threat should be kept in the school office under supervision until the police arrive. The school will notify the parent(s)/legal guardian(s) of the student who has made the threat. Any student or adult who has been identified as a potential victim, or mentioned in writing as a potential victim, should be notified immediately. The student who has made the threat shall be suspended until the police and school investigation has been completed, and at that time the student may face other disciplinary sanctions, up to and including expulsion.

The school will take all actions of a threatening nature seriously, including practical jokes or offhand comments, and the school will investigate them. The school may suspend or remove a student from school while the investigation is pending. On a case-by-case basis, the Pastor and Principal will make any decision to re-admit a student who has made a threat. This student threat policy shall be communicated clearly to students, parent(s)/legal guardian(s), faculty, staff, and volunteers.

I give you a new commandment: Love one another. As I have loved you, so you also should love one another.
Jn. 13:35

PLAGIARISM

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

student.

The development of the Internet, where articles appear as electronic text, has made the physical act of copying the work of others much easier. In today's world, one has only to copy and paste text from the web.

The consequences of intentional or unintentional plagiarism are as follows:

- **First offense** will require that the in a particular assignment is rewritten in the student's own words. A parent/teacher conference will be held to inform the parent of the offense.
- **Second offense** will require that the particular assignment is rewritten in the student's own words. Suspension results in a student being unable to receive any credit for assignments in all curricular areas.
- **Third offense** will require that the particular assignment is rewritten in the student's own words and a suspension of 5 days. Again, any suspension carries with it a "no credit" for every curricular subject for the entire period of the suspension.

SCHOOL SEARCHES

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

If school officials have a reasonable suspicion that the student has violated or is violating the law or a school rule, school officials do not need a warrant or permission from parents/guardians to conduct the search.

A "reasonable suspicion" may be established in many ways, including but not limited to personal observations, information provided by third parties or other students, or tips provided by law enforcement. An alert from a trained and certified detection dog is sufficient to establish a reasonable suspicion and serve as the basis for a warrantless search of the student's person, locker, car, or personal property and effects.

Whenever a school official conducts a search of a student's person or personal effects, an adult witness should be present. The school should notify the students' parents/guardians of any search of a student's person or personal effects.

Expectation of privacy

A student does not own a locker or other school property. The school makes lockers available to the 8th grade students. The student does have some expectation of privacy in his or her locker from other students. However, a student does not have a high expectation of privacy in his or her locker from the school and may not prevent school officials from searching the locker if the school official has a reasonable suspicion that the student has violated or is violating a law or school rule.

A student has a greater expectation of privacy regarding his or her person and personal effects. A school official who conducts a search of a student's backpack, purse, clothing, cell phone, or other personal effects must have a reasonable suspicion that the student has violated or is violating a law or school rule. Generally, students should be asked to empty their pockets, purses, backpacks or other bags for inspection of the contents by school officials. Strip searches or searches that include a student's underwear may only be conducted by law enforcement and may not be conducted by a school official.

Every student is subject to the Diocese of Oakland Technology Use Policy for Students and Parents. This policy concerns cell phones and other electronic devices, whether the devices belong to the student or the school.

Student cooperation

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

Confiscating a student's personal property

If any of the student's items are confiscated, the person in charge should document the confiscation and when possible, take a photograph of the place where the confiscated object was found and of the object itself. It is also recommended that the school obtain a written statement, signed by the student, acknowledging that the item was in his or her possession at the time it was found.

REWARDS AND CONSEQUENCES

REWARDS/PRIVILEGES

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

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

LOSS OF PRIVILEGE

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

RESTITUTION FOR DAMAGE TO SCHOOL PROPERTY

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

PARENT NOTICE

Teachers and staff may issue parent notices to apprise parents about the student's behavior. When a student chooses to break a rule, he or she will receive a parent notice. A consequence for receiving a parent notice may earn the student one afternoon of detention. If a student receives such a notice, it must be signed by a parent or legal guardian and returned to the issuing staff member by the next school day. Signing the Notice does not necessarily denote agreement but is an acknowledgment of receipt. If the slip is not returned, the child will contact the parent by phone and the consequence may be increased.

DETENTION

Detention will be held Thursdays from 3:05 p.m. to 4:05 p.m.. Students in Kindergarten through 3rd grade serve a ½ hour detention and students in grades 4th through 8th serve a one-hour detention. Detention is typically served on the first Thursday after the infraction. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

STUDENT BEHAVIOR CONTRACT

St. Agnes School believes that each student has the right to an education and that no one has the right to interfere with another's ability to learn. The staff seeks to create an environment where learning can take place. Therefore, students who repeatedly (three parent notices with a detention) choose to break school and/or classroom rules may be placed on a Student Behavior Contract. A Student Behavior Contract will be created with the collaboration of the principal, teacher(s), parents and student; it will state the student's behavioral expectations and consequences. If the Student Behavior Contract does not bring about a change in the unacceptable behavior or attitude of the student the following may result:

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

SUSPENSION

Suspension is a serious consequence in which the student is temporarily denied admission to school. Students may be suspended, at the discretion of the Principal, for a period not to exceed five school days. A suspended student may not be on campus at any time during their suspension. A suspended student may return to school after a parent-principal conference. Suspended students must complete all work assigned during their time away from school.

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

- Any threat or use of force or violence directed toward any person or property.
- Theft
- Cheating
- Possession or use of Laser pointers
- Harassing
- Bullying
- Using technology at any time in a way that could negatively affect the reputation of any member of the St. Agnes Community
- Any other serious, unacceptable behavior.

Suspension procedures:

1. In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the Principal may remove the student from class, or the yard, etc. and contact the parent(s)/legal guardian(s) as soon as possible. In cases such as this, where the suspension has occurred, requirements as to due process as stated in #2 below may be adhered to after the fact.
2. In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures should occur:
 - a. NOTICE: This is satisfied by telling the student that you are going to suspend him or her; informing him/her of what school rule or regulation has been broken; and indicating to the student, by way of reference to the rule, that such violation is a suspendable offense.
 - b. EVIDENCE: This is satisfied by making the student aware of what information the Principal has which would lead the Principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.
 - c. OPPORTUNITY TO RESPOND: This means an informal give and take between student and Principal. In other words, "Do you have anything to say?" etc., and listening to his/her side. Then, the Principal may make a decision to suspend based on the evidence and student's responses to the presentation of such evidence.
 - d. PARENT(S)/LEGAL GUARDIAN(S) CONTACT: It is always necessary to inform the parent(s)/legal guardian(s) of the procedures that have been followed, including a review of the steps listed above. Where possible, a parent(s)/legal guardian(s) might be included in these steps so that the parent(s)/legal guardian(s) is aware of the total situation prior to the decision to suspend. When this is not possible, a parent(s)/legal guardian(s) has an absolute right to be informed of the specifics of the procedure within a reasonable time thereafter.

EXPULSION

Expulsion is a permanent action by which the student is denied admission to classes and the school grounds. Students whose parents violate their parent commitment may also be excluded from St. Agnes School. Any behavior that could damage the reputation of the school or a member of the school community can result in the expulsion of a student or parent regardless of the place or circumstances of its occurrence.

The following offenses committed by students while at school or a school-related function may also result in expulsion:

- Continued willful disobedience/consistent violation of school rules.

- Open, persistent defiance of the authority of any school employee by student or parent(s)/legal guardians(s).
- Habitual profanity or vulgarity.
- Use, possession, or exchange whether or not for sale of tobacco, drugs or alcohol, on or near the school premises or at any school sponsored events.
- Vandalism to school property.
- Habitual truancy
- Assault or battery, or any threat of force or violence directed towards any school personnel or students.
- Possession and/or assault with a deadly weapon and/or any object, which can be used to cause harm to another.
- Theft.
- The verbal, physical, visual or sexual harassment, bullying or cyberbullying of any student, teacher or administrator.

Expulsion procedures:

Cases of Cumulative Disciplinary Difficulties

1. The Principal or his/her delegate shall arrange a conference with the student and the parent(s)/legal guardian(s) who shall be informed of:
 - a. The pattern of conduct, which at this time would lead the school to believe that expulsion, is being contemplated.
 - b. The evidence upon which this assessment is based.
 - c. The right of the student at this time to present a statement or information in support of being retained.
 - d. What specific courses of action or improvement in attitude will be sufficient in the school's view so that expulsion will not be necessary.
2. If adequate improvement is not forthcoming within a reasonable time:
 - a. A second conference with the student and parent(s)/legal guardian(s) shall be arranged by the Principal or his/her delegate. At this time the procedures outlined above shall again be followed (a through c). After this conference the Principal in consultation with the Pastor and Superintendent will make a final decision.
3. Written records of the various proceedings leading to expulsion must be on file.

Cases Involving Serious Offenses or Threats to Safety. There is no requirement that the school follow progressive discipline. In cases involving serious offenses or threats to safety which may include a possible criminal conduct or outrageous actions, the student is immediately suspended, the initial parent(s)/legal guardian(s)-Principal conference is dispensed with, and the process begins with the procedures outlined in paragraph 2 above. (In this case it would be a first conference with the parent(s)/legal guardian(s). This procedure should be followed where the continued presence of the student will, in the reasonable judgment of the Principal, pose a serious threat to the health and welfare of another student, or school personnel. Where immediate suspension followed by probable expulsion is a school procedure due to the violation of specific rules, such rules and the consequences of their violation should be clearly made known to students and parent(s)/legal guardian(s) at the time of admission to school and should be re-stated at least once a year in the Parent-Student Handbook.

Right to Appeal

The parent(s)/legal guardian(s) may appeal the decision, first to the Principal, then to the Pastor, and later to the Superintendent. However, it is presumed that neither will overturn the decision if the established procedure has been followed and sufficient reason for expulsion exists.

In all cases, it must be remembered that we are dealing with an individual child and individual problems. There may exist complex issues of a personal nature that must be taken into consideration. The teachers and/or adults involved may be privy to confidential information in certain situations and that knowledge could come to bear on the resolution of the issue. St. Agnes School always strives to determine what is in

the best interests of the student and school community while acting in a manner that is guided by compassion, justice, and love.

TUITION

See current Tuition and Fee Schedule online.

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

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

Tuition is paid over a ten-month period from August through May, with a nonrefundable registration fee payable in June of the preceding school year. All families must enroll in the FACTS Tuition Management Program. This company will collect tuition and fees; tuition is due and payable on the first of each month and fees are due on the first of July. Payments received after the fifteenth of the month will be considered late and a \$35 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 \$35 charge on all returned checks from the bank. If more than one check is returned from the bank for a family, only a cashier's check or money order will be accepted in the future.

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

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

- The school will request that the child/children be kept home until the delinquent amount is paid or a mutually acceptable payment plan has been agreed upon.
- The family will be notified that its place in the school has been declared vacant and shall be filled by the next eligible family. This will occur at the beginning of the next grading period.
- Report cards will be held until all delinquent tuition and charges have been paid.
- Delinquent accounts may be turned over to an agency for collection purposes.

ADDENDUMS

[CODE OF CONDUCT](#)

[CODE OF CONDUCT INVOLVING MINORS](#)

[TECHNOLOGY ACCEPTABLE USE POLICY](#)

[ST AGNES ANTI-BULLYING PROTOCOL](#)

[FIELD TRIP PERMISSION FORM](#)

[BUS FIELD TRIP PERMISSION FORM](#)

[DRIVER CERTIFICATION FORM](#)

[PARENT REQUEST FOR STUDENT RECORDS FORM](#)



ACKNOWLEDGMENT AND RECEIPT OF 2020-2021 FAMILY HANDBOOK

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

Family name: _____

We have carefully read the Family Handbook and agree to be governed by this Handbook for the 2020-2021 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: _____

Student signature: _____ Date: _____

Student signature: _____ Date: _____