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St. Agnes Catholic School  
School Handbook  
Acknowledgement of Review

Dear Parents,

Please review the entire Family Handbook ©August 1, 2019 with your child(ren) attending St. Agnes Catholic School and then sign and date in the spaces below.

Your signature acknowledges that you and your child(ren) have reviewed and understand the contents contained in the School Handbook.

**This document is to be returned to the school office within one week of receipt.**

This form will be kept on file in the school.

We greatly appreciate your cooperation in this matter.

Sincerely,

Julie Brown  
Administrator

\_\_\_\_\_  
Family Name (Print)

\_\_\_\_\_  
Student's Last Name if Different (Print)

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

\_\_\_\_\_  
Date

All students in the family must sign, acknowledging they have read the Handbook, or the Handbook has been read to them.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature



308-632-6918  
205 E 23rd Street Scottsbluff NE 69361

Dear Parents and Students,

Welcome to St. Agnes Catholic School! In choosing St. Agnes Catholic School, you have demonstrated a commitment to the values and philosophy of our Church community.

We have prepared this handbook for you as a guide to our school and its facilities and as a reference for information pertaining to student programs and activities. In addition, the official policies and procedures relating to the responsibilities shared by the students, parents/guardians, and school are included. These are an outgrowth of the general policies established with the guidance of the School Advisory Council in accordance with the Diocese of Grand Island Catholic School Office guidelines.

Please read this book together with your child. The handbook serves as a contract between St. Agnes Catholic School and the parents and students.

It is a challenge to provide an environment that meets the goals of Catholic education and to enable a child to reach his or her fullest potential. Our goal at St. Agnes Catholic School is to meet this challenge. Best wishes for a happy and successful school year.

Yours in Christ,

Mrs. Julie Brown  
Administrator

Rev. Vincent L. Parsons  
Pastor

\*\*\*\*\*  
*The information in this handbook is in compliance of the Diocese of Grand Island Catholic Schools Policies and Guidelines and Nebraska School Law. The administrative rules and procedures that follow are intended to be fair and reasonable. The Principal, in consultation with the Pastor and Faculty, reserves the right to amend this Handbook at any time. Notice of amendments will be communicated in writing to parents and guardians. This handbook was adopted and ratified on August 1, 2019 by St. Agnes School Advisory Board.*  
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## ***HISTORY / MISSION / PHILOSOPHY***

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### ***History***

Before the turn of the century, Catholics in the North Platte Valley were ministered to by priests from Sidney, NE and from Cheyenne, WY. At that time, Scottsbluff was one of 12 missions served by Sidney's St. Patrick's Father Devane. It was under his supervision that the first church, known as St. John's was built in 1903.

Scottsbluff continued as a mission until Oct. 5, 1912 when it was established as a parish by Bishop Richard Scannell of Omaha. Missions were Mitchell, Bridgeport, Lisco, and Oshkosh. Fr. T.J.O' Byrne was appointed the first pastor. Prior to the appointment of Fr. O'Byrne, Catholics of Scottsbluff had purchased lots at the corner of Twentieth Street and First Avenue., considering this an ideal location for a new church and rectory. Here a rectory was built in 1914. Later, however, when plans for a new church were being made, a tract on the 'northern outskirts' of the city at Twenty-third Street and Third Avenue was donated by William Franks of Grand Island. The earlier property, with the exception of the rectory, was sold to help pay for the new church. The cornerstone of the present St. Agnes Church was laid in July 1917, and the church was dedicated in April 1919.

On May 1, 1919, Father Timothy T. Molony was appointed to succeed Father O'Byrne. Under Father Molony's leadership, a large debt was retired and in 1955, St. Agnes Catholic School was built.

In the summer of 1955, the outer structure, basement and main floor classrooms of St. Agnes Catholic School were completed. Classes for grades one through three began on September 6, 1955 with an enrollment of 89 students. Only four classrooms on the main floor were occupied while construction continued on the second floor rooms.

Each year following 1955, another grade was added until September 1960, there were grades one through eight with a total enrollment of 247 students, eight full time teachers and the services of a band director. All eight grades continued until the fall of 1968, when the cost of maintaining the two upper grades became prohibitive for St. Agnes Church and grades seven and eight were discontinued.

In 1966, during the pastorate of Father James Whalen, the gymnasium was added to the original structure of the school. In the early 1960's and after the gym was built, St. Agnes sported winning basketball teams from grades five through seven and eight.

1980 marked the beginning of kindergarten at St. Agnes. With the incorporation of the Middle School System in the city of Scottsbluff in the Fall of 1987, St. Agnes discontinued the sixth grade so that students could transition into the middle school along with the other public school children.

In 2010, St. Agnes Catholic School incorporated a successful Pre-School into the academic program. Today, St. Agnes remains a leader in innovative teaching and has moved ahead with changes in methods of teaching and in curriculum. The school operates under the supervision of the State of Nebraska and the Diocese of Grand Island.

Pastors of St. Agnes Church and School:

Rev. T.J. O'Byrne (1912-1919), Rev. Timothy P. Molony (1919-1958), Rev. James Whalen (1959-1970), Rev. Walter Phelan (1970-1972), Rev. Donald O'Brien (1972-81), Rev. Robert Karnish (1981-1988), Rev. Charles Torpey (1988-1996), Rev. James O'Kane (1996-2003), Rev. Donald Buhrman (2003-2009) and Rev. Vincent L. Parsons (2009 – Current).

## ***Mission***

St. Agnes Catholic School is committed to providing our students an opportunity for academic excellence in the Catholic tradition through a partnership with parents and the parish community. As a Catholic faith-centered community, we commit to help students develop their potential as conscious and responsible leaders, empowering them to live the Gospel values of love, peace, respect and service in their everyday lives.

## ***Philosophy***

St. Agnes Catholic School offers many opportunities for each student to grow spiritually, intellectually, emotionally, physically and socially. The primary purpose of our educational program is to prepare our children for life in a changing society. Together the church and school administration, staff and community, including all our families, work to instill growth of every child and provide opportunities for them to succeed to their highest potential as just, good, respectful, and trustworthy Christian students. At St. Agnes, we are firmly committed to instilling the teachings of Christ to our students. It is our intent that our children will hear the Word of God and live it in the Church, family and community by Christ-like service whenever possible.

## ***CATHOLIC EDUCATION – A SHARED EXPERIENCE***

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When you enroll your child at St. Agnes Catholic School, you and your family are partnering with the church, school and other St. Agnes families. The partnership is dedicated to the development of your child as an individual with an awareness of his/her role within the Christian community. The success of the partnership depends on the cooperation of all involved. Education is one of the most important ways in which the Church fulfills its commitment to the dignity of the person and the building of community. Recognizing the importance of this ministry the Church, the Pastor, the Parish staff, and the Pastoral Council strongly support the school with their spiritual, emotional, financial, and physical resources.

The faculty and staff of St. Agnes Catholic School share with you the responsibility of guiding your child's growth in all areas of his/her life: spiritual, intellectual, physical, psychological, and social. In accepting your child as a member of the St. Agnes Catholic School family, we pledge our time and talents to his/her growth and development. As the parent/legal guardian in this partnership, you bring your support, your time, and your talents to our joint effort. You, as a parent, are the primary teacher of your child in the values and responsibilities of a Christian community. Your child accepts the responsibility to become the best person he/she can in all areas of life and to prepare him/herself as a leader in both a Christian and secular world. Parent who decide that the direction of the school is no longer acceptable for their child(ren), have the ultimate right to choose another school. If, in the opinion of the administration, the partnership is no longer viable, the school reserves the right to require the parent/legal guardian to withdraw the student from the school. The success of the experience in a Christian community requires the best efforts of all involved.

Code of Ethics – Jesus said to His disciples, “I give you a new commandment: Love one another.” (John 13:34) St. Agnes Catholic School is committed to providing excellence in education within a Catholic environment. An essential component of this mission is to ensure that the faith and moral teachings of the Catholic Church are lived out by all members of the school community: staff, students, families and visitors. At the foundation of the moral life is the teaching of Jesus Christ. Virtues such as integrity, prudence and respect are to be practiced by all members of the community. As a Catholic institution, located on the campus of our parish church, St. Agnes Catholic School is on holy ground. All persons who are on the school campus are to respect this blessed truth and act in accordance with due regard for the precepts of the Catholic Church in faith and morals.

## ***Parents Role in Education***

We at St. Agnes Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, morally, and psychologically. Your choice of St. Agnes Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at St. Agnes Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K-5) your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents, must make investigation of the complete story your first step. This involves contacting the teacher as part of the investigation. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that a child take responsibility for the grade he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends in time of absence.

Together, let us begin the year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## ***Parents as Partners***

As partners in the educational process at St. Agnes Catholic School, we ask parents:

- To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up at the end of the day;
  - Is dressed according to the school dress code;
  - Completes class assignments on time;
  - Has a hot or sack lunch every day.
- To actively participate in school activities such as scheduled Home & School Association (HSA) gatherings & activities, Parent-Teacher Conferences, and Fundraising.
- To notify the school with a written note or call to the absence line when the student has been absent or tardy.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.

- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety, and health.
- To complete and return to school any requested information promptly .
- To read school notes, bulletin, classroom newsletters and check Sycamore for current school information.
- To support the annual fundraising activities of St. Agnes' Penny Carnival, Premiere and other fundraisers.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student problems.

## **ACCREDITATION**

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St. Agnes Catholic School is fully approved by the Nebraska Department of Education. The administrator and teachers are certified and hold valid Nebraska teaching certificates. The Diocese of Grand Island's Office of Religious Education additionally certifies teachers in religion, while the Diocese's Safe Environment Office certifies all employees of the school and parish in principles of safe environment. Furthermore, there are mandatory background checks conducted routinely for all employees and volunteers. There are mandatory background checks conducted for all clergy, employees and volunteers associated with St. Agnes Church and Catholic School.

## **ADMISSION POLICY**

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### ***Nondiscriminatory Policy***

As Roman Catholics dedicated to the God-given dignity of every human being, we state clearly that there can be no discrimination in our enrollment practices according to race, sex, and ethnic background, social or economic status in our school. Since St. Agnes Catholic School is a religiously oriented school for the Catholic community of the Scottsbluff/Gering Valley, preference is given to members of St. Agnes Catholic Church. After our own community is served, we accept students from other parishes. Members of other faiths are welcomed when the needs of the Catholic community have been met.

### ***Admission Policy***

- The parents/guardian of a student admitted to St. Agnes Catholic School must subscribe to the school's philosophy and agree to abide by the policies and regulations of the school and the Diocese of Grand Island.
- Enrollment priority in Kindergarten is given to children who are currently registered in the Pre-K program. If space allows, the school will accept in this order: siblings of current St. Agnes students, active and financially contributing members of St. Agnes Church on a first come, first serve basis, other Catholics in the parish, Catholics from other parishes, and those of other religious denominations. Admissions at all other grades begins with siblings of current St. Agnes students and follows the priority order listed above and is subject to open space in the classroom.
- Current class (Pre-K through 5) sizes are held to 22 students. Once a class has filled to an enrollment of 22, a waiting list is created to fill seats as they are available.
- Students shall not be denied admission to St. Agnes Catholic School because of physical or academic handicap unless this handicap seriously impairs the students' ability to successfully complete the school's academic program, or unless St. Agnes cannot provide enough physical or educational care for the child.
- To aide in keeping tuition as low as possible, all families are asked to follow the terms of their annual tuition contract. Past due accounts will prohibit enrollment for the following year.

- St. Agnes Catholic School reserves the right to assess new students in order to determine a potential student's academic and social development. In those rare cases that the school has a concern, the administration will discuss with parents or guardians, possible solutions to ensure success for their child.

## **Age Requirements**

Children must be 4 years of age on or before August 1 for admission into Pre-Kindergarten.

Children must be 5 years of age on or before August 1 for admission into Kindergarten.

Children must be 6 years of age on or before August 1 for admission into First grade.

Nebraska Legislature Statute 79-214: Admission of children-Kindergarten:

*1)(a) Except as provided in subdivision (1)(b) of this section, the school board of any school district shall not admit any child into the kindergarten of any school of such school district unless such child has reached the age of five years on or before July 31 of the calendar year in which the school year for which the child is seeking admission begins.*

## **Record Requirements**

- The child's state embossed birth certificate or some other legal verification of the child's birth date:  
*State law requires parents of new enrollees to present an official "raised seal" copy of each student's birth certificate before a school is allowed to enroll the student. A hospital birth form will not meet this requirement. Birth certificates can be obtained from the State Bureau of Vital Statistics.*
- Notification and documentation of special health needs.
- Sacramental records – Please provide the baptismal certificate if your child is Catholic.
- An up-to-date immunization record required by the State of Nebraska.
  - *3 doses of DTaP, one given on or after 4<sup>th</sup> birthday*
  - *3 doses of Polio vaccine*
  - *3 doses of pediatric Hepatitis B vaccine*
  - *2 doses of MMR or MMRV vaccine given on or after 12 months of age and separated by at least 1 month*
  - *1 dose of varicella (chickenpox) or written documentation (including year) of varicella disease from parent, guardian or health care provider*
- Physical Examination is required for entrance in kindergarten:  
Nebraska Legislature Statute 79-214 Admission of children; kindergarten; age; evidence of physical examination; visual examination:  
*2) The board shall comply with the requirements of subsection (2) of section [43-2007](#) and shall require evidence of: (a) A physical examination by a physician, a physician assistant, or an advanced practice registered nurse, practicing under and in accordance with his or her respective certification act, **within six months prior to the entrance** of a child into the beginner grade and the seventh grade or, in the case of a transfer from out of state, to any other grade of the local school; and (b) a visual evaluation by a physician, a physician assistant, an advanced practice registered nurse, or an optometrist **within six months prior to the entrance** of a child into the beginner grade.*

## **ADMINISTRATION**

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### ***Role of the Pastor***

The Pastor, under the authority of the Bishop of Grand Island, is the primary spiritual leader of the parish of which the school is a part. The Pastor is responsible for fostering, nurturing, guiding and coordinating the ministries of the parish. The pastor is responsible for hiring the administrator and delegates the administration of the school to the principal who administers the school in accordance with Diocesan, state, and school advisory council policies and guidelines. Satisfactory and effective administration depends on the cooperation and mutual support of both pastor and principal in matters of local education policy.

### ***Role of the Administrator***

The Administrator is the administrative, instructional, and faith leader of the school and is responsible for the day to day physical and fiscal operations of the school; the education and well-being of the children; for communicating to the parents and parish the successes and needs of the school; and for the hiring of teachers and assisting in their spiritual and instructional growth.

The administrator is accountable to operate the school in accordance with the Nebraska Department of Education standards and the guidelines of the Diocese of Grand Island Catholic School Office.

### ***Role of the School Advisory Board***

The School Advisory Board is advisory to the Administrator and Pastor. The board assists the Administrator and Pastor to recommend policy, identify and articulate the educational needs and aspirations of the school and school community, and engage in long-range strategic planning.

## **FINANCIAL POLICY**

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St. Agnes Catholic School is a non-tax supported school and is governed by contract. Financial obligations to the school are legally binding. All financial obligations must be paid in a timely manner.

- TUITION CATEGORIES:
  - Catholic Rate – In order to receive the Catholic rate, you must be a registered member of St. Agnes Church, attend Sunday Mass regularly, and contribute at least \$520.00 per year to the parish. Catholics who are registered and contributing members of another Catholic church may also receive the parishioner rate after consultation with the Administrator and your Pastor. Each student receiving this rate will be reviewed by the Pastor periodically to verify that those in this tuition category continue to qualify for this reduced rate.
  - Non-Catholic Rate
- REGISTRATION FEE: The registration fee is non-refundable and applies to all grade levels. This is due at the time of registration, which occurs in the spring to ensure a placement for the student. The registration fee is per student.
- ACTIVITY FEE: Throughout the academic year, students engage in educational fieldtrips and various other activities which contribute to their learning. The activity fee covers all incidentals related to these programs.
- TUITION: St. Agnes Catholic School is an integral part of St. Agnes Church and exists primarily to serve the children of active and supportive parishioners. The annual tuition rate is established upon the recommendation of the School Advisory Council following a review of the annual operating budget.

The operating budget for the school includes revenue from tuition, the St. Agnes School Foundation, Premiere, Penny Carnival, 100 Club, as well as parish subsidy. The school's scholarship subsidy enables the school to continue to provide assistance for families with multiple students and financial aid for students in need. The current tuition schedule is available in the school office or online at: [www.st-agnes-school.com](http://www.st-agnes-school.com)

## ***Tuition Collection Policy***

- I. Parents or Guardians must register their students with the school office and present the signed Tuition Contract. No student will be admitted to St. Agnes School until the registration is completed and the Tuition Contract is signed.
- II. If it is not possible for the parents to register during the usual February registration period, arrangements must be made for registration during regular school hours prior to the start of school. The tuition contract must be signed at that time.
- III. Parents must choose a method of payment of tuition and indicate their choice on the Tuition Contract at the time they register.
- IV. Tuition amounts and schedule of payment, as they are agreed to on the Tuition Contract, shall be followed. Any scheduled payment which is overdue by thirty (30) days will be considered past-due. The due date for tuition payments is the 1<sup>st</sup> day of each month. A late fee of \$25.00 will be assessed monthly on all past-due accounts, and will be added to the tuition bill. Tuition must be current at the end of each quarter, or the student may be removed from school. If, for some valid reason, you need to deviate from your contract, you are responsible for contacting the pastor and/or the administrator to make contingency arrangements to conform to the existing contract. Otherwise, payment will be considered past-due and your child(ren) may be excluded.
- V. Parents may use automatic withdraw (ACH) programs through their banks to establish a regular payment schedule. Insufficient fund checks will result in cash being required for all payments.
- VI. No student will be refused admission for inability to pay the full tuition rate, provided the parents make special arrangements with the Pastor and/or the Administrator and abide by the commitment they make on their Tuition Contract. All families will be expected to pay at least a minimum amount as a demonstration of their commitment to the cost of their child's education.
- VII. In order to be eligible for Catholic tuition, the parent or guardian must be a registered and active member of a catholic parish.
- VIII. Non-payment of contracted tuition for any quarter of the school year will result in the following action being taken by the Administration:
  - a. The student(s) may be removed from school the first day of the following quarter.
  - b. Student will not be issued a report card and/or records will not be released until all contracted tuition and other financial obligations to the school are paid in full.
  - c. Past-due accounts and the fees that have accrued may be turned over to a collection agency. Insufficient fund checks will be pursued through the County Attorney.

## ***Payment Plans***

We offer three options to pay tuition.

- Pay tuition in full at the beginning of the school year. (August 1)
- Pay half of the tuition at the beginning of the first semester, (August 1) and the remainder at the beginning of the second semester, (January 1).
- Pay tuition in 12 monthly payments beginning in June and ending the following May.

We strongly encourage our families to use our automatic withdrawal for tuition payment. The automatic withdrawal is offered to families without any additional fees. An authorization agreement will need to be completed to initiate this type of payment. As an incentive to participate in this program, we can offer two different options of dates to

withdraw the tuition from your account. You have the choice of having tuition deducted on the 1<sup>st</sup> or the 15<sup>th</sup> of each month. In providing two date options, this also allows the opportunity to split your monthly tuition payment into two payments.

For those families who continue to pay monthly, a 12-month payment schedule will be followed. Payments may be made by cash, check, cashier's check or money order payable to St. Agnes Catholic School. All tuition payments will be due according to the agreed terms of the school's tuition contract.

## ***Financial Assistance***

St. Agnes Catholic School provides limited financial assistance to Catholic families who may not otherwise be able to send their children to St. Agnes Catholic School. In order to be eligible for consideration, a family must be officially registered as parish members, be active in parish life, and be contributing regularly to their parish in the offering envelopes. The assistance is available for students in kindergarten through fifth grade. Pre-kindergarten is not eligible for financial assistance. The form of assistance will be in a reduction of tuition and/or fees. The amount of tuition assistance given each year is dependent on the financial status of the school and the need for assistance. Assistance requests are considered in the spring for the following school year. To request financial assistance, you must:

- Complete the Tuition Assistance Application, which includes an explanatory paragraph that describes your need. Applications are available in the school office beginning March 1.
- Attach a copy of previous year's income tax return (federal and state).
- Return the information to the school office in a sealed envelope marked confidential. (Due April 15)

Using the information provided and the designated formula, an Assessment Committee will make a decision regarding the amount of tuition assistance each individual family qualifies for. The principal will notify each applicant of the amount of tuition assistance granted. Tuition assistance must be applied for annually and assistance given any one year does not guarantee future assistance. The information provided will be kept confidential.

## ***Fundraising***

St. Agnes School holds two major fundraisers each year to help sustain the annual school budget. **Parents are expected to participate** in these 2 fundraisers which help lessen each individual family tuition costs. The **Premiere Event** is held the 3<sup>rd</sup> Friday in November and the **Penny Carnival** is held the 1<sup>st</sup> Sunday in March.

Parents are also encouraged to participate in the **100 Club** fundraiser.

In addition, we remind students and parents that the school receives approximately 30% of its operating budget from St. Agnes Church.. The best way any individual can give support to the School is by being a regular and generous donor at the church.

## ***ANNUAL REGISTRATION PROCEDURE***

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- Registration for Pre-K and Kindergarten will be held in February of each year.
- Registration forms for the academic year will be given to all children who are currently enrolled at St. Agnes Catholic School during the month of March/April. This form should be returned to the school office within one week of its distribution. All registration fees must be paid at the time of registration or be designated as part of

the monthly ACH payments. An Activity fee of \$20/student or \$50/family may be paid at this time but must be paid by September 1 when field trips begin.

- (a) New families moving into the parishes of St. Agnes, or other Catholic Churches in the valley, and who wish to enroll their children in St. Agnes School must first register in their respective parishes. They will then be directed to the Principal who may request to see the report card of the previous school and any other pertinent information relative to the child.
  
- (b) Children entering St. Agnes School from other schools in grades 1 – 5 must meet state age standards for entrance and be at least working at grade level. The Administrator, with the help of classroom teachers will make the determination as to whether the child meets the readiness standards for a specific grade.
  
- (c) Clarification of determination of grade level:
  - 1) Achievement Tests
  - 2) Math and Reading skills are within grade-level, age-level range.
  - 3) Teacher evaluation of social/emotional level appropriate to age level—does child listen in class, follow directions, work with peers, have a positive self-image, understand the religious concepts for age-level, able to keep on task and complete task to the best of ability.
  
- Important documents and forms including the emergency contact information will be sent home on the first day of school in the fall. Please fill in the necessary information and return to school by September 1.

## **ACADEMIC INFORMATION**

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### ***Kindergarten – Fifth Grade Curriculum***

The educational program at all levels is grounded in the basics, yet enriched to meet the needs of all students. The following areas are taught: English language arts- including reading, spelling & phonics, social studies, math, science, handwriting, physical education, music, religion and social and emotional development. The ability to reason and solve problems is stressed in each academic area.

Each child will be issued the required and necessary textbooks for each class. Parents are financially responsible for the replacement of lost or damaged textbooks.

### ***Pre-K Curriculum***

St Agnes Pre-K is an Early Childhood Program designed to provide learning readiness experience in all areas of child development, religious, academic, social, emotional, physical, and creative.

Nebraska Early Learning Guidelines:

The Nebraska Early Learning Guidelines for ages 3-5years old will assist your child's teacher with developmentally appropriate activities along with overall progress and assessment. Through the use of the seven domains of development your child will successfully have kindergarten readiness skills. (<http://www.cdn.education.ne.gov>)

### ***Religious Education and Formation***

Religious education and formation are provided on a daily basis. Students attend Mass as a school community weekly. Attentiveness and participation during Mass is expected and frequent reception of the Eucharist is encouraged. Religious instruction, prayers at the beginning and end of each day, at snack and lunch time, and other

opportune times is a daily practice; integrated value formation is fostered daily throughout the curriculum. Special worship celebrations are provided for the children and families throughout the year.

### ***Mass and the Sacraments***

It is important to remember that attendance at our weekly school Mass reinforces but does not replace our obligation as Catholics to attend Sunday Mass. Students should practice this devotion first and foremost with their family.

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Agnes Catholic School. The children are prepared for the reception of Reconciliation and the Eucharist in the second- grade religion curriculum. The importance of these sacraments continues to be emphasized at all grade levels. If a Catholic student has missed a sacramental year, then parents will need to contact St. Agnes Church's Director of Religious Education to address this situation.

### ***Physical Education***

Physical education classes include a variety of activities both in the gymnasium and outdoors. Athletic shoes must be worn on assigned PE days. Additional requirements in regard to appropriate dress for physical education may be determined at the discretion of the physical education teacher. Students and parents will be informed of such additional expectations.

All students are required to participate in physical education class. If the student has a health problem that does not permit him/her to participate, a written release must be sent by the parent explaining the physical/medical reason. Consistently missing PE, due to health reasons, will require a doctor's release.

### ***Library***

The library provides a current collection of books and resources to support the school's curriculum and to encourage reading for enjoyment. The goal of the library program is to foster a love of reading and to assist in the development of lifelong learners. Scheduled classes are held for grades Pre-K-5 weekly. The students listen to stories, learn library skills and participate in a variety of literature-based activities. Students are welcome to use the library at other times for research. Books may be checked out for a period of one week. If a book is lost or damaged, the fee charged will be the replacement cost.

### ***Music***

Musical concepts are explored through singing, playing rhythms, listening, moving and performing on rhythm instruments. Concepts and skills taught in one grade are the foundation for learning in the next grade. Students begin learning note values in the primary grades, then develop the ability to read the musical staff beginning in 2<sup>nd</sup> grade. These concepts are reinforced through recorder playing in fourth grade. Interested 5<sup>th</sup> grade students may choose to participate in band provided through the public school.

Throughout the year, students are showcased in musical performances. These fine arts performances provide an opportunity to demonstrate what students are learning. Each child plays an important role in the performance. Please check the school's calendar for the dates of the music performances.

### ***Special Services for Students***

St. Agnes works hard to meet the needs of the diverse learners within our student population. Students with specific learning disabilities may receive special education services through the public school system. These services include

both speech and academic support. The services may be provided on site or may be at the closest public elementary school. Transportation to and from the public school will be provided by Scottsbluff Public School's bus services.

## ***Service- Learning Projects***

St. Agnes students and staff take pride and find joy in answering God's call to serve others. Some projects are done annually, while others are planned as needs arise.

### ***Annual Projects:***

- ***Penny Push:*** Each year, the school hosts a penny push with proceeds benefiting local charities. Each class has a penny jar and students are challenged to see which class can save the most during the course of the year. The winning class earns a pizza party. Charities benefited: Local library, Humane Society, Festival of Hope (assistance for Cancer patients), Ronald McDonald House, United Way, an alumni who was studying for priesthood, Be the Match (bone marrow match program) and more.
- ***Young @ Heart:*** St. Agnes students provide decorations and entertainment for the parish Young @ Heart group. This group is made up of retired parishioners, who meet for lunch on a monthly basis.
- ***Christmas Service: Hot dog Feed:*** 4<sup>th</sup> & 5<sup>th</sup> grade students host this annual event to raise money for the Tree of Love program, a program which provides Christmas gifts to needy children in the Scottsbluff community. Students prepare and serve the hotdog lunch to the entire school to raise the funds. They take these funds to a local retailer and shop for individual children, working to fill their Christmas wishes.
- ***Catholic Schools Week Service Project:*** Each year during Catholic Schools Week, the school chooses a local organization that needs support. Students/families are asked to bring items that these individual groups need including: socks, underwear, hygiene products, pet supplies, canned goods, non-perishable items, etc. Charities benefited include: DOVES Shelter, Foster Closet, CAPWN, Humane Society,

### ***Other Projects:***

- ***Jump Rope for Heart:*** Students Pre-K-5<sup>th</sup> grade take part in the Jump Rope for Heart event every 2 years. Funds are raised to benefit the American Heart Association, while students learn about the importance of living a heart healthy lifestyle. Students have raised over \$20,000 for this organization in recent years.
- ***Student Council Projects:*** St. Agnes Student Council was formed in 2017. This group works to serve the school, parish and local community. The group did weekly trash clean-up, hosted 2 family nights, delivered Premiere catalogs, hung Penny Carnival posters, organized the school t-shirt sales, raised funds for Hurricane Harvey victims, raised funds to replace playground balls and more.
- ***Community Outreach:***
  - creating cards and small gifts for the shut-ins of our parish
  - creating valentines for the residents of the local Veterans Home

## ***Educational Field Trips***

The field trip is an extension of the classroom program, to be used when it is a practical means of acquiring or emphasizing a significant learning experience. Participation in field trips is subject to the disciplinary rules of the school.

The principal may authorize field trips and excursions when such events contribute to the achievement of education goals of the classroom and school.

## ***Student Assemblies and Special Programs***

School assemblies are scheduled during the school year to foster school-wide community spirit. These assemblies may include, but are not limited to special guests, musical and dramatic performances and other educational experiences. Student recognition assemblies (quarterly awards) may also be held. Parents are welcome to attend. Dates and times will be listed on Sycamore and in school bulletin. When possible, they will be listed on yearly calendar.

## ***Student Organizations***

### ***Student Council***

This opportunity is open to 3<sup>rd</sup>-5<sup>th</sup> grade students who have achieved good academic and disciplinary standing. As ambassadors for our school, these students will work to promote community amongst our students and families, will provide service to the school, church and community and will strive to better develop their personal leadership skills.

### ***Singspirations***

This select show choir is open to students in 4<sup>th</sup> and 5<sup>th</sup> grade who are chosen after a tryout. Students meet on Friday mornings for 30 minutes and one night a week after school. The group performs at the Old West Choir Fest, local nursing homes and other events per request. Students must be in good academic standing for participation.

### ***Band / Orchestra***

#### **Band**

As 5<sup>th</sup> graders, students have the opportunity to participate in band courtesy of the public school music program. Students and parents are invited to an instrument showing at the end of the 4<sup>th</sup> grade year. Instruments may be purchased or rented from a local music store. Lessons occur once a week on Thursday mornings at Bluffs Middle School. St. Agnes participants walk across the street for this 30-minute lesson time.

#### **Orchestra**

As 5<sup>th</sup> graders, students have the opportunity to participate in orchestra courtesy of the public school music program. Instruments may be purchased or rented from a local music store. Lessons occur once a week on Thursday mornings at Bluffs Middle School. St. Agnes participants walk across the street for this 30-minute lesson time.

## ***Homework***

Homework is an important aspect of the educational program. Its purposes are to supplement and to enrich work done in the classroom, to promote competency in skills and subject matter, to integrate learning, and to help students use a variety of sources of information. It fosters habits of independent study. It is the student's responsibility to see that any homework is completed on time and returned to school by the due date.

Parents are asked to take an interest and to encourage their children to fulfill assigned homework as well as classroom assignments. Being a good student is a very demanding job for most children. Parents are encouraged to be mindful of their child's extracurricular activities. Participation in outside activities cannot be an excuse for incomplete or missing assignments.

Keep in mind that individual children work at different rates of speed. Individual interests, capabilities, and backgrounds affect the time spent and the quality of work. Homework will vary in length and intensity depending on the student and the grade level. A general rule to determine the amount of time to complete is ten minutes

multiplied by the grade level (i.e.: it would not be unreasonable for a third grade student to need thirty minutes in an evening to complete homework assignments).

If your child seems to be spending excessive time on homework, or is not bringing work home, contact his/her teacher. Speak to your child's teacher if your child tells you that he/she does not have homework. Homework is due the following school day unless an alternate date is assigned by the teacher.

## ***Grading Procedures / Report Cards***

Report cards are issued at nine-week intervals. Overall evaluation of the student must be based on teacher judgment and observation of the student's daily work, class participation, effort, and performance on teacher prepared tests. Grades are based on all aspects of the student's work, as well as participation and homework. Part of each report is an evaluation of student behaviors which affect academic achievement and well-being. It is to be remembered that grades are only part of the complete picture of a child's learning. They are meant to be used as a reference point.

Report cards are given to parents at the Parent-Teacher Conferences for the 1st and 3rd quarters and are sent home with the students on the 2<sup>nd</sup> and 4<sup>th</sup> quarters. Grades for students in 3<sup>rd</sup>-5<sup>th</sup> grades are also available online through the on-line parent portal. Parents will receive their log-in information at the beginning of the year in order to access grades for their child/ren throughout the year. Parents are encouraged to use the portal in order to keep current on their children's progress and be proactive in addressing their children's academic needs.

## ***Grading Scale***

Students in **Pre-K – 2<sup>nd</sup> grade** will be evaluated using attribute grades.

### **Key Performance Levels**

**4** = Advanced – Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period.

**3** = Proficient – Student consistently demonstrates an understanding of concepts, skills, and processes taught in this reporting period.

**2** = Developing – Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period.

**1** = Emerging – Student does not demonstrate an understanding of grade level concepts, skills and processes taught in this reporting period. Student is performing significantly below grade level expectations.

Students in **3<sup>rd</sup>-5<sup>th</sup> grade** will be graded on a percentage system.

90 – 100%    **A** Superior achievement. Work done with an exceptional degree of initiative and scholarship.

80 – 89%    **B** Above Average. Quality work done on a routine basis with good effort.

70 – 79%    **C** Average. The quality of work is good and adequately done.

60 – 69%    **D** Passing. Work done with a minimum of effort or understanding.

59% or less    **F** Failing. Work not completed or understanding of material never acquired.

Attribute grades will be given in sub categories for each individual subject.

### **Key Effort / Performance Score**

**4** = Highly Developed – Consistently demonstrates exemplary understanding and application of skills in a variety of complex situations; works independently after initial instruction.

**3** = Developed – Demonstrates proficient understanding and applies skills independently by the end of the grading period.

**2** = Beginning to Develop – Demonstrates initial stages of understanding; applies skills but requires teacher intervention and reinforcement due to lack of proficiency or sufficient development.

1 = Not Apparent – Demonstrates a lack of understanding; inability to accomplish grade level tasks; requires reteaching consistently.

### ***Honor Roll***

Students in 3<sup>rd</sup>-5<sup>th</sup> grade may achieve Honor Roll. To be recognized, a student must maintain a 90% average with no single average below an 85%. A recognition certificate will be given at the Quarterly Awards assembly to all students who achieve honor roll and they will be invited to the Honor Roll Breakfast.

### ***Standardized Testing***

St. Agnes 1<sup>st</sup>-5<sup>th</sup> grade students participate in MAP (Measures of Academic Progress) testing in the fall and spring of each year. MAP growth measures what students know and informs teachers of what they are ready to learn next by dynamically adjusting to each student's performance – whether a student performs on, above or below grade level. It reveals how much growth has occurred between testing events and allows for tracking growth through the school year and over multiple years.

Testing dates are announced in advance in order to keep families well informed and to ensure that students are present in school. Fall results are discussed at the first parent-teacher conferences and spring results are sent home to parents with the final report card.

## ***ATTENDANCE***

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The philosophy of St. Agnes Catholic School is that consistent and punctual attendance is of vital importance and is a prerequisite for completing an education. Attendance is a shared responsibility and requires cooperation and communication among students, parents and school. Students will be expected to attend classes regularly and be on time in order to receive maximum benefit from the instructional program, develop habits of punctuality, respect, self-discipline and responsibility and to assist in keeping disruption of the educational environment to a minimum. Irregular attendance or tardiness by students not only impedes their own studies but also interferes with the progress and attitudes of those students who are regular and prompt in attendance.

Students who have a good attendance record are more likely to achieve higher grades, enjoy school life to a greater degree and achieve greater success once leaving school. Life-long patterns of responsibility and self-discipline are fostered by attention given them during the years of school attendance. St. Agnes Catholic School is committed to foster these patterns in a positive manner.

### ***Absences***

If your child is absent: **PLEASE CALL THE SCHOOL OFFICE** and leave a message on the absence line. Requests for assignments should be made at this time only. Assignments will be prepared for pick-up at the end of the day. If a student is later than 1 hour he/she will be considered absent for the morning. The same rule will apply in the afternoon. If you know that your child will be absent due to traveling out of town or medical/dental appointments, prior notification to the classroom teacher is required.

### ***Leaving School During the Day***

**An attempt should be made to schedule healthcare appointments outside of regular school hours.** Necessary medical and dental appointments during school hours require a written note from the parent requesting permission to leave school. If a child is going to be gone for any reason, please send prior notice to the office. Parents are asked

to come to the office when picking their children up early for appointments, lunch, leaving town, etc. Students need to be signed out on the in/out sheet located in the hallway. If a student will be returning that same day, they need to be signed in when they return. We discourage taking children out of class unless it is absolutely necessary.

Students gone for more than 1 hour, will be considered absent ½ day.

### ***Tardy***

If the student arrives after 8:05 and before 9:00 a.m., the student is to be counted tardy. A student arriving more than an hour late will be considered absent for the morning.

When a student is late, a hardship is created on the student and the entire class. Parents and students must accept the responsibility for being at school on time. When an unavoidable delay occurs, please call the office.

### ***Procedures for Excessive Absences or Tardies***

St. Agnes School insists on regular attendance. Attendance records are kept daily according to the Nebraska State Department of Education. A student who is absent is required to present a written excuse stating the reason for the absence and signed by the parent. Attendance notices will be sent out monthly by the administration. Letters are sent after the 5<sup>th</sup>, 7<sup>th</sup> and 10<sup>th</sup> absence. After this, parents may be asked to meet with the administration regarding excessive absences or tardies. Absences exceeding 20 may be turned over to the county attorney.

### ***Daily Start Time***

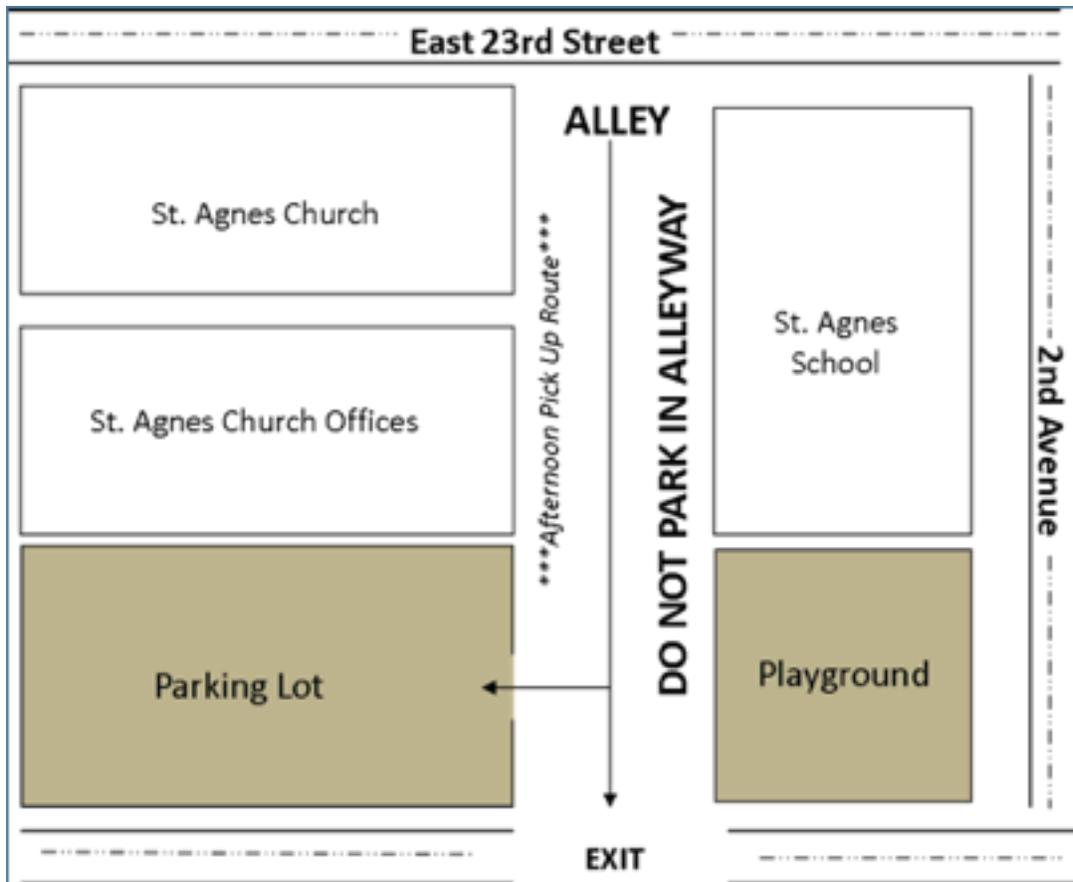
School starts each day promptly at 8:00 a.m. Students are welcome to enter the building at 7:45 a.m. Due to the security system at St. Agnes School, we ask that you do not drop your children off before 7:45 a.m. because there won't always be someone to answer the 'call' button to buzz the children into the school. Students are able to enter the building between 7:45 and 8:00 a.m. without pushing the 'call' button. After 8:00, they will need to be buzzed into the school.

### ***Daily Dismissal Time***

School dismisses at 3:15 p.m. Your child(ren) will be dismissed out the East gym doors onto the playground. Please make every effort to be here no later than 3:25 p.m. Children not picked up by 3:25 p.m. will be put into the After School Program and families will be charged accordingly. We understand that emergencies do come up. Please call the school before 3:15 p.m. if you know you will be late.

### ***Dismissal Pick Up Procedure***

Safety is of utmost importance to St. Agnes Catholic School. To facilitate a safe, smooth process for the pick-up of children after school, we ask that you follow the enclosed directional map.



## ***ST. AGNES CATHOLIC SCHOOL POLICIES***

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### ***Anti-Bullying Policy***

#### ***Introduction***

This policy has been created to support our core Catholic values of respect and empathy and to support our students in learning together.

This policy applies to all students, parents, faculty, staff and adults on our campus, whether employed by the school or as volunteers.

#### ***Commitment Statement***

St. Agnes Catholic School is committed to a faith-based, safe and caring learning environment for all students, parents, faculty, staff and patrons. We will treat each other with respect and encourage an environment free from harassment, intimidation and bullying.

#### ***Definitions***

In any school community, there will be occasions when students do not get along. Sometimes students attempt to hurt, exclude or take power from another student. In many cases, these behaviors are motivated by anger, jealousy,

possessiveness, insecurity, or lack of skill in dealing with conflict. This policy is designed to guide our community in responding to bullying and aggression, so that students can move past these behaviors and develop the skills to learn and play together as part of a balanced community.

Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying is unfair, one-sided and occurs when there is an imbalance of power. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include, but are not limited to:

- *Physical* - punching, shoving, and other acts that hurt people physically
- *Verbal* - name calling, threats, derogatory slang, intimidating, insulting, teasing and other verbal acts
- *Relational* - spreading rumors, gossiping, excluding certain people out of a group, inciting certain people to gang up on others, silent treatment, drawings/notes designed to hurt or humiliate another student, manipulating another student to respond in a retaliatory manner
- *Cyber Bullying* - sending derogatory texts, emails or instant messages, posting nasty messages or pictures on social media platforms

St. Agnes Catholic School believes that all students have a right to a safe and healthy school environment free from harassment, intimidation, or bullying. St. Agnes Catholic School will not tolerate harassment, intimidation, or bullying in any form at school, school-related events, including off-campus events, or any school-sponsored activities. All forms of cyber bullying will also not be tolerated.

Harassment, intimidation, and bullying are repeated behaviors involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate. Prohibited behaviors include: direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Inciting, aiding, coercing or directing others to commit acts of harassment, intimidation or bullying is also prohibited.

St. Agnes Catholic School encourages students who believe they are being subjected to harassment, intimidation, or bullying and students who have first-hand knowledge of such harassment, to report the matter promptly to a teacher, the principal, or any St. Agnes School staff member or volunteer. All complaints will be directed to the principal and an investigation will be conducted. This investigation may include interviews with students, parents, and staff members. The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

Reports may be made verbally or in writing. Written reports should include the date, time, place, details of what was said or done, and individuals involved, including witnesses. Written reports may be given to a teacher or other staff member or put in the administrator's mailbox on the first floor next to the Pre-K room. Retaliation for reporting will not be tolerated. Corrective discipline measures will be taken.

Following the investigation, appropriate action will be taken. Counseling (for the victim as well as the bullying student) and/or corrective discipline, up to and including expulsion, will be considered.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying.

## ***Weapons Policy***

St. Agnes Catholic School believes weapons and other dangerous objects and look-a-likes in school facilities pose potential danger and disruption in the school environment and present a threat to the health and safety of students, employees and visitors.

Weapons and other dangerous objects and look-a-likes will be taken from students who bring them onto school property. Parents will be notified of the incident. Confiscation of dangerous weapons or objects will result in students being subject to disciplinary action including contacting law enforcement, suspension or expulsion. All disciplinary action involving weapons, other dangerous objects and look-a-likes is at the discretion of the St. Agnes administration.

## ***Discipline Policy***

St. Agnes Catholic School believes that discipline is obedience to the rules and regulations of the Catholic/Christian life. The immediate aim is to maintain a healthy, safe, and optimal learning atmosphere in the school and the ultimate aim is self-control by means of which a student strives for integrity and moral excellence.

A child becomes a hindrance to the education of the other children in school and to himself/herself, when he/she does not observe the rules of behavior. Should this happen, corrective action will be taken. In this case, full cooperation of the parents is required and expected. EVERY CHILD is expected to comply with the common rules of respect, courtesy, and obedience in regard to the person in charge, fellow classmates, and to school property.

Students are expected to follow school and classroom rules as well as those of a Catholic/Christian citizens.

## ***Various School Rules***

- Respect is to be shown for all persons, the property of others, and the school's property.
- No gum, seeds, candy, toys, trading cards, etc. (Except for special occasions for the entire class...birthday, class parties, etc.).
- Profanity will absolutely not be tolerated.
- No student shall be on the school grounds before 7:45 AM.
- Unless involved in after school activities, the student will be expected to leave the school property immediately after school is dismissed. If a student has a valid reason to remain after school: such as make-up work or a test, he/she should obtain permission from the principal.
- Children may not leave the school grounds during the school day without written permission unless accompanied by the parents. The student must notify their respective teacher and then check out with the office prior to leaving the school grounds.
- On snowy days, the snow is to stay on the ground...no snowballs, etc.
- Students must have snow boots in order to play in the snow.
- Hallways are quiet areas. No loud talking, running, etc.

## ***Office Referrals***

In the case of chronic misbehavior or serious discipline problems, the student may be referred to the Administrator's office. Parents will be called and informed of the offense and the student will serve a detention or may face suspension or expulsion if the offense is serious enough.

Detentions will be served the following day, allowing parents to make alternative transportation plans. Detentions will be served from 3:15 – 4:00 p.m. with the Administrator. Lunch detentions may also be assigned. A lunch detention consists of the student sitting at a separate table during lunch and missing lunch recess.

Any disciplinary action will be the Administrator's discretion. Parents/Guardians will be contacted before any implementation.

## ***Suspension***

Students who are given an In-School Suspension will be required to report to school each day and work with a substitute teacher paid for by the suspended student's parents/guardians. Students who receive an Out-of-School Suspension will not be allowed on campus or to participate in any school activities including extracurricular activities during the time of their suspension. The parents/guardians are responsible for providing adequate supervision for the period of out-of-school suspension. Students who receive an In-School or Out-of-School Suspension must complete all class work and tests from the days of suspension.

## ***Expulsion***

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal. Expulsion, the permanent termination of a student's enrollment, is a sanction that should be invoked rarely, as a last resort for clear and serious cause. Reasons for expulsion include: Use of violence, force, coercion, threat or intimidation; Vandalism/damage to private or school property (Student must repair or replace damaged property) Theft of, or attempting to steal, private or school property; Possession of, or handling, a weapon on school grounds; and possession of a controlled substance.

## ***School Property***

School desks, lockers and other storage areas are property of the school. Students are allowed to use them with the understanding that the school reserves the right to search desks, backpacks and all personal items brought to school at any time for the health, safety or welfare of the community.

Students may be required to empty the contents of their clothing pockets when a staff member has a reasonable suspicion that the student has an item(s) not permitted at school. An adult witness will be present.

The student or parent of a student who deliberately destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in textbooks is permitted. Parents will be assessed a fine or replacement charge for damaged or lost texts which must be paid before any final reports or transcripts are presented.

## ***Problem Resolution Procedures***

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school – this is especially important when dealing with teacher-student issues.
- If the complaint is not resolved, the person bringing the complaint should discuss it with the Administrator (or Pastor, if the Administrator is the subject of the complaint).
- If the Administrator is unable to resolve the conflict, the Administrator will bring the Pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem, the Administrator or Pastor will respond to the person bringing the complaint.
- Ultimately, the Pastor's decision is final.

## ***Christian Due Process***

At St. Agnes Catholic School, all are entitled to Christian Due Process. A child, who has been offended or hurt in a manner that requires reporting to a teacher or the principal, will be treated in the following manner:

- Child (ren) reports to the teacher what he/she/they feels has happened to them.
- Child(ren) offending him/her/them reports what was done to offended person(s) in the presence of the offended and the teacher.

- Administrator or teacher, whose decision is final, acts as impartial tribunal and decides how the situation will be handled.

### ***Dress Code & Appearance Policy – Dress for Success***

St. Agnes Catholic School recognizes that a student’s grooming and the way he/she dresses have not only a bearing on the student’s behavior, but also influences the way other students and teachers react toward that student. We recognize that if a style of dress or appearance demonstrates that it is disruptive to the educational process or constitutes a possible threat to the safety and health of the students or others, it will not be permitted in the school.

St. Agnes Catholic School believes that the final decision regarding clothing and appearance should be a cooperative decision by the student, his/her parents and the staff. **The final determination regarding whether clothing or apparel is appropriate rests with the school administration.** Students wearing restricted clothing may be asked to change into something appropriate at school or may be sent home to change.

### ***Dress Code Guidelines***

- St. Agnes Catholic School believes cosmetics and makeup, unless used in the course of presenting a dramatic production, are not appropriate for grade-school age children.
- St. Agnes Catholic School will exclude the following items of clothing. This list is not inclusive of all items that may be excluded.
  - No pajama apparel other than on days specifically designated for wearing
  - No revealing clothes or tops – Shoulders must be completely covered.
    - No midriff showing
    - No spaghetti straps
    - No tank tops
    - No pants, shorts or skirts with holes or tears above the knees
    - No short shorts and skirts—shorts and skirts must be 3” above the knee or longer
    - No leggings, tights, Yoga pants, and spandex may be worn unless in conjunction with garments (sweaters, dresses, shorts, skirts, etc.) that completely cover the front and rear end.
  - No inappropriate accessories: No hats, caps, or sunglasses may be worn in the building.
  - No articles displaying obscene or vulgar writing or symbols that display tobacco or alcohol.
  - No articles which could cause damage to other individuals or property. (Ex. Chains, cleats)
  - Appropriate footwear is a must. No flip flop or slip on sandals. Sandals must strap on foot. **Shoes for PE must be tennis shoes with a rubber sole that tie or Velcro on the foot.**
  - Appropriate dress for Wednesday Mass is expected. Students should look neat and may not wear athletic wear or logo t-shirts. St. Agnes spirit wear is appropriate. Shirts for boys must be collared (ex. Polo) or a plain dress shirt type t-shirt. Nice shorts and jeans may be worn if they meet other dress code requirements and are not athletic in style.

### ***Communications***

The school community is kept informed of upcoming events through the weekly bulletin, flyers and notes sent home. Check with your child daily. The principal must approve all flyers, letters, or other communications before duplication and distribution.

### ***Telephone Calls***

Only in emergency situations are teachers or students called to the telephone during class. Classes in session will not be interrupted for miscellaneous messages. Students may use school phones only with permission from school personnel.

## ***Computer / Chromebook Use Policy***

Computers and Chromebooks are available for student use. Users may not move, repair, reconfigure, modify or attach external devices to the system, load or download software to or from the school computer system. Unauthorized copying or use of the software is against federal law. Any student who violates computer policies will lose privileges for computer use. Before using school computers, students and parents must read and sign St. Agnes' Acceptable Use Policy.

## ***Cell Phone Policy***

It is strongly discouraged that parents allow their child(ren) access to a cell phone during the regular school day; however, in the event that cell phones are brought onto school property the following policy will apply:

Cell phones are not allowed on the child during the regular school day. Cell phones must be turned off.

If violation occurs, such as a phone ringing in the backpack during school, or a child attempting to use the phone during the school day – the following consequences will apply:

- 1<sup>st</sup> Offense – The cell phone will be taken to the Principal's Office for the duration of the day and the parent will be called regarding the offense.
- 2<sup>nd</sup> Offense- The cell phone will be taken to the Principal's Office for the duration of the day and only a parent will be able to claim the phone.
- 3<sup>rd</sup> Offense – The cell phone is to remain at the Principal's Office throughout the duration of the semester.

Please note: If any child obtains a 3<sup>rd</sup> offense and the cell phone is returned at the start of a new semester. Any additional violation will automatically result in a 3<sup>rd</sup> offense consequence.

## ***Field Trip Policy***

Parents will be notified whenever field trips are planned. Students are asked to return a signed blanket permission slip to the school at the beginning of the year before he/she is allowed to participate in such trips. Parents are asked to drive on such trips. All parents driving for field trips are asked to stop in the office and fill in a volunteer driver form prior to the trip. You will also be asked to provide a copy of your Driver's License and proof of insurance.

St. Agnes School will comply with the Nebraska Child Safety Restraint Law when transporting students on field trips.

## ***Nebraska Child Safety Restraint Law*** *(effective January 1, 2019)*

- **All children up to age eight must ride correctly secured in a federally-approved child safety seat.**
- Children ride rear-facing until up to age two or until they reach the upper weight or height limit allowed by the car seat's manufacturer.
- Children under age eight must ride in the back seat, as long as there is a back seat equipped with a seatbelt and is not already occupied by other children under eight years of age.
- Children ages eight to eighteen must ride secured in a safety belt or child safety seat (booster seat).
- Childcare providers must transport all children securely in an appropriate federally-approved child safety seat or safety belt.
- Children up to age eighteen are prohibited from riding in cargo areas.
- Violation carries a \$25 fine plus court costs and 1 point is assessed against the operator's driving record.

## ***Promotion and Retention Policy***

It is important to recognize that some children will benefit from the opportunity to continue in the same grade for another year. Several significant factors should be considered, and certain procedures should be followed during the retention or promotion process.

- The attitude of the principal and teachers toward promotion and retention must be positive so that the best interests and the future of the student are the primary consideration for decisions regarding grade placement.
- By the end of the third reporting quarter, a teacher should be able to identify a child who needs to be retained. The teacher/Administrator should notify the parent of these children by the third reporting period that their child may be retained.
- In reaching a decision to retain a child, the teacher/Administrator should study all available data before reaching a decision. The teacher will submit all pertinent data to the school's Administration for review and agreement before reaching a recommendation and holding a meeting with the parents/guardians.
- Children with very low IQs should not usually be retained. A child who is to be retained should have the potential to gain at least five (5) months of academic growth during the nine months that he/she is retained. A child retained should be able to gain from the retention.
- Poor attendance and physical or emotional immaturity can be justification for retention.
- Teacher judgment should always be a prime factor in reaching a decision to retain a child; however, to help a teacher/Administrator, achievement tests results should be considered.
- If a first- grade teacher is not able to make a definite decision about retaining a child, then the child should be promoted to the second grade. However, if the second- grade teacher is still not able to reach a firm decision concerning the retention of this child, then the child should probably be retained in second grade. Every effort should be made to retain a child who is deficient in his/her reading skills in the first or second grade.
- Promoting a child on a trial basis is not advisable since it tends to create a harmful situation for the child. The responsibility for the promotion or retention of an individual student rests with the administrator as with any other official action taken within his/her school.
- The parents have the right to disagree with the teacher and principal on this matter. In this case the parent's wishes will take precedence.

## ***Photo / Video Release Policy***

St. Agnes Catholic School places news of the school in local and Diocesan newspapers, which may include a student's picture and/or name or may invite the local television media to the school campus. All parents must sign the photo/video release form either consenting to or refusing to allow your child's picture/video to be used by the school. The form is due by August 31<sup>st</sup>.

## ***School Pictures Policy***

Although all students are asked to have pictures taken, the purchase of these pictures is optional.

## ***STUDENT RECORDS***

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### ***Student Records***

The school maintains a complete student file, including academic records, testing records, personal data, and health record. The records are for the purpose of better serving the educational needs of the student.

In accordance with the law, the student file is open to parents who believe there is reason to examine their student's record. The parent who wishes to review a student's records may do so by contacting the school administrator.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the school office. The School will not be held responsible for failing to honor arrangements that have not been made known. Please keep custody information current so the School knows who has legal access to students and their records.

The Buckley Amendment requires that non-custodial parents be given information about the student's progress in School as well as unofficial copies of report cards unless there is a court order to the contrary.

A copy of student records will ordinarily be promptly transferred if requested in writing. However, the School will not send school records to another school until all financial and paper work responsibilities have been satisfied.

### ***Student Custody and Guardianship***

At the time of school entry or at any other time where a change in custody status/arrangement occurs, it is the responsibility of the parent(s) to provide the principal/administration with a true and correct copy of the legal document for any student for which there is a legal custody agreement or for any student not residing with his/her parent.

### ***Non-Custodial Parents***

Copies of newsletters, teacher flyers/memos, mid-term reports or progress reports will be mailed or e-mailed to the non-custodial parent upon written request.

## ***COMMUNICATION***

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### ***Sycamore***

St. Agnes Catholic School subscribes to Sycamore School Management System. This "on-line" record keeping system makes it possible for parents to go on the internet any time of day or night, from any location in the world, and access a password protected and up-to-date record of their student(s) classes, grades, attendance and other information. Parents can also check tuition and lunch accounts, lunch menus, see a daily-monthly-yearly calendar, communicate with each other and with faculty members, and various documents.

It is vitally important that parents make use of this service. Information will be placed on Sycamore or the Weekly printed bulletin of St. Agnes Catholic School. Parents are encouraged to learn how to fully utilize Sycamore so they can appropriately supervise their children's educational activities.

To register for Sycamore, please contact the school with your email address. Your personal password, protected log-in information will be sent to you. If you have questions, please call the school. Trainings on the Sycamore program will be presented at the beginning of the academic school year or as needed.

### ***Parent / Teacher Conferences***

Conferences are scheduled at the end of the first quarter and the end of the third quarter and any other time a conference is deemed necessary.

We encourage parents to discuss any questions or problems with the teacher at the earliest sign of concern. Parent-Teacher conferences are a means of establishing a cooperative relationship between teachers and parents, which is vital for the steady growth of the child. Parents provide information concerning home environment, and the situation which may affect the child's progress and/or school program; teachers, in turn discuss with parents the child's daily and overall progress in subject areas, results of tests, behavior patterns and social adjustments.

### ***Bulletin***

St. Agnes Catholic School, in conjunction with St. Agnes Church produces a weekly bulletin as a source of communication regarding upcoming events, classroom activities and the following week's lunch menu. The bulletin will be sent home with the oldest child in the family each Friday.

### ***Classroom Newsletters and Notifications***

Individual classroom teachers create classroom newsletters and notifications to keep parents informed of activities, special projects, and other needs in the classroom. Parents should watch for take-home folders and back packs for these communications.

### ***St. Agnes School Website***

St. Agnes Catholic School website may be accessed at [www.st-agnes-school.com](http://www.st-agnes-school.com). This website provides current and prospective parents with pertinent information regarding the school and its programs.

### ***Change of Address / Phone***

All changes of address and phone numbers (both home and work) should be provided as soon as possible to the school office. Alternate numbers such as pager and cell phones should be provided as well. In the event of an emergency, updated information is needed in order to notify a parent or guardian.

### ***Homeroom Parent***

A request for volunteers to serve as homeroom parents is conducted at the beginning of the school year. Homeroom parents coordinate parties, activities and assist the teacher in accomplishing other tasks throughout the year. The homeroom parent should communicate with the classroom teacher regarding the organization of classroom parties and other needs of the teacher.

### ***Notification of Inclement Weather Cancellations***

In case we need to dismiss school due to inclement weather, St. Agnes Catholic School will announce the name of our school to the following radio/television stations: KNEB Radio, NBC Nebraska Scottsbluff and others. The announcement will read St. Agnes Catholic School of Scottsbluff will be closed.

A message will also be sent via e-mail on Sycamore and through the REMIND app for those who have signed up to receive notifications.

## ***NUTRITION SERVICES***

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### ***Hot Lunch Program***

St. Agnes Catholic School is pleased to offer a hot lunch program contracted with The Meat Shoppe with meals prepared in their commercial kitchen. It is important to make sure that your child knows each day whether he/she is to order a hot lunch, because lunch counts will still be required to submit to The Meat Shoppe each morning. If your child is going to be tardy, but needs a hot lunch, please call the school by 8:15 a.m. and order the lunch. Statements will be provided to notify families of current lunch balances, both credits and deficits.

- Lunch prices and menus will be posted on the school's website. The school management program, Sycamore, and the weekly bulletin will post monthly menus.
- Lunches are expected to be paid for in advance by cash, check or ACH. If your child's lunch account is not current, a charge slip will be sent home on Monday. Payment will be expected by Friday AM along with enough money to cover the upcoming week. Charges not paid by Friday will result in the student(s) being expected to bring a sack lunch until the account is brought up to date. St. Agnes lunch program is a not for profit program and operates on a very fine line. Lunches are expected to be paid for in advance.
- Parents/guardians may join their children for their lunch by calling the school and ordering a lunch no later than 8:15 a.m.

Students are expected to eat in the cafeteria, whether they bring their own lunch or participate in the hot lunch program. Students may bring sack lunches from home to be eaten. Lunchables, with juice drinks, are permitted as a sack lunch. Through the hot lunch program, chocolate and white milk are available for purchase. **No sodas/carbonated beverages or drinks with red dye are allowed with a hot or sack lunch.**

All food must be consumed in the cafeteria unless given permission by a classroom teacher or given directions via the school office to do differently.

### ***Eating Lunch with Students***

We encourage and invite you to eat lunch with your child at school sometime during the year. You may pay for your lunch as you go through the lunch line using your child's lunch account or in cash with exact change or small bills. Please call the school office by 8:15 of the morning you will be joining us for lunch so you can be included in our daily lunch count.

Parents are welcome to take their child out for lunch during their recess/lunch time. Please be considerate of the time scheduled for recess and lunch and return by the beginning of class in the afternoon. Please notify your child's teacher of your plan to take the student out for lunch. Students must be signed out and in on the log outside the school office.

In compliance with the federal lunch program guidelines, fast food lunches (McDonald's, Taco Bell, pizza delivery, etc.) may not be brought to school for lunch when the hot lunch program is in operation. Special events may allow for this and will be designated by the administration.

### ***Cafeteria Help / Supervision***

With the implementation of our own lunch program comes a need for help in serving daily lunches. Parents/guardians are asked to sign up as lunch servers 4-5 times during the course of the year. The sign-up is located outside the office or a parent can contact the office via e-mail or call to check for open dates. Working parents may have other family members or friends take care of their one hour shifts.

All lunch volunteers must sign in at the office and wear a visitor badge while on the school premise.

### ***Free and Reduced Lunch***

All families are allowed to complete the application for free and reduced price lunches under the Federal Hot Lunch Program. Necessary forms and other information regarding this program can be found at the office and are also distributed to all families in their beginning of the year packet.

### ***Classroom Treats***

The health and safety of our students is of the utmost importance. **If there is a life-threatening allergy in a specific classroom, notes will be sent home with each student asking to avoid the allergy item in snacks and treats.**

### ***Snack Foods Policy***

During the school day, candy, snack foods, and/or soda are permitted in the classroom only under the direct supervision of the teacher. Chewing gum is never permitted during the school day.

### ***Nondiscrimination Statement***

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410
- (2) Fax: (202) 690-7442; or
- (3) Email: [program@intake@usda.gov](mailto:program@intake@usda.gov)

This institution is an equal opportunity provider.

## ***HEALTH PROGRAM***

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### ***Accidents, Sudden Illness and Other Emergencies***

Accidents, sudden illness and other emergencies do happen in the life of a student. Should such an emergency take place at school, the school staff will do all it can to help. If a child is vomiting or running a fever, parents will be notified to pick up their child. It is important for each family to complete, and keep current, the emergency information which is filed in the school office, so the School can contact you in emergency situations. Cell phone numbers and work numbers should be on file in the school office.

If a serious injury should occur, the parent will be contacted immediately. If we are unable to reach you, we will follow the instructions indicated on your emergency contact information.

General emergency procedure is as follows:

- Immediate first aid treatment of wound or injury will be undertaken. However, this is only an initial treatment until a doctor or parents can properly seek treatment for the child.
- Parents will be notified immediately.
- Should parents or other persons to whom the child is to be referred in the absence of parents not be reachable, the School then assumes parental permission to take whatever measures are necessary for the immediate health and welfare of the child.

Volunteer Registered Nurses take care of our health records and set up various visual, audio, and other screening tests for the students.

St. Agnes staff is trained in CPR (cardiopulmonary resuscitation), use of the AED (automated external defibrillator), Epinephrine injection, and in asthma protocol. As well, the staff is trained in the distribution of medications.

### ***Policy for Administration of Medication***

The school is prohibited by law, from administering medications to students without proper procedures. The following must occur:

- A written order for the medication that is dated and gives students' name, the medication dose, route and time by the prescribing practitioner (i.e. physician, PA, nurse practitioner.) (There are forms available on file at school.)
- A written permission from parent or legal guardian that is dated and gives authorization to school employees to administer the medication in accord with the prescription or non-prescription medication instructions. This authorization should include a statement that no side effects have been experienced.
- The medication in the ORIGINAL CONTAINER WITH ORIGINAL LABEL. All medication must be counted with a staff member when it is brought to school.
- The pharmacy information sheet (this is not mandatory BUT, would be EXTREMELY helpful. If you would bring in the sheet, we could make a copy of it for our files.)
- If you feel your child may require a frequent non-prescription medication, such as, Tylenol for headaches, please provide a written statement with name of non-prescription medication, for which symptom(s), giving dose and route. The non-prescription medication in its original package is to be provided by the parents or guardian.
- When medication administration is complete, all unused medication will be returned to the parent or guardian for disposal, if applicable.

## **Immunizations**

The State of Nebraska's immunization requirements for children entering school:

*Students will not be able to enter school until the school has written proof of their immunization status. To attend school, students in Nebraska are required to be immunized per current requirements from Nebraska Department of Health and Human Services. All students K-12 must be immunized for D.P.T., polio, measles, rubella, varicella, mumps, and Hepatitis B. The Tdap vaccination is required for incoming 7th graders. Dates of immunizations are required. Students with history of varicella disease (chicken pox) must provide evidence of immunity in form of signature of parent with date of illness, signature of health care provider with date of illness, laboratory evidence of varicella immunity or a clinical diagnosis of shingles. Students who do not receive immunizations for health reasons must have a statement signed by a healthcare provider stating that, in their opinion, the specified immunization(s) required would be injurious to the health and well-being of the student or any member of the student's family or household. Students who do not receive immunization due to religious reason, must have a notarized affidavit signed by a legally authorized representative of the student, stating that the immunization conflicts with the tenets and practice of a recognized religious denomination of which the student is an adherent or member or that immunization conflicts with the personally and sincerely followed religious beliefs of the student. A student may be provisionally enrolled in school if he/she has begun the immunizations against the specified disease prior to enrollment and continues the necessary immunizations as rapidly as is medically feasible. In addition, a student may also be provisionally enrolled if he/she is the child of an officer or enlisted person on active duty in any branch of military services of the United States. For further information on immunizations, contact school health staff or refer to Nebraska Department of Health and Human Services Control of communicable Disease regulations.*

## **Head Lice**

St. Agnes Catholic School will follow treatment guidelines provided by the acting school physician. Children will be allowed to remain in school for the rest of the day if head lice are detected. Parents will be notified by phone. Educational materials on treatment protocols will be provided to the parent. Treatment must be started before the child returns to school the next day.

To keep the incidence of head lice from being transmitted, parents are asked to check all family members for head lice regularly and to treat those found to have live lice or new eggs. If lice are found, parents are asked to notify the school so the incidence of lice in school can be monitored.

## **Illness**

Students with the following symptoms will be sent home:

- Temperature of 100 or above. A student should have a normal temperature for 24 hours before returning to school.
- Vomiting (free of vomiting for 24 hours before returning to school)
- Diarrhea (free of diarrhea for 24 hours before returning to school)
- Unexplained abdominal pain
- Severe cold and/or cough
- Unexplained skin eruptions or rash
- Swelling, redness, tenderness, discharge of eyes (requires a doctor's diagnosis and treatment, if needed or until symptoms are gone)
- Any health condition that in the administration's judgement is of concern for the child's or other's health

# ***EMERGENCY / SAFETY PROCEDURES***

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## ***Emergency Drills***

St. Agnes Catholic School has a comprehensive school crisis management plan to follow in the event of emergency. Fire, tornado and other emergency drills are conducted during the course of the year in compliance with Diocesan requirements. Evacuation routes are posted in each classroom. Students are to move to designated areas quickly, silently and in an orderly fashion.

Fire drills are held monthly as required by state law. Tornado drills are held during the months of August and March. Intruder drills are practiced at various point during the year. Students and teachers are informed of appropriate procedures to follow in the case of these various emergencies.

The action taken during any type of emergency situation depends a great deal on the specifics of the incident. The main objective is always the protection of the students and staff members. Administration and office staff are ready to put plans in action should the need ever arise. Always we would follow directions from our public safety officials.

Parents need to know that access to the school during an incident might be restricted for a variety of reasons beyond our control. In such instances, parents should remain aware of public notices on radio, television and the internet about emergency procedures and updates. Student and staff safety is our first priority in all situations.

## ***Security***

For security purposes, exterior doors (including the gymnasium) are kept locked during school hours. Doors lock at 8:05 a.m. In order to gain entrance, to the school, visitors, parents and tardy students must ring the call button for entry. Students are not allowed to open doors for visitors, including parents of students.

St. Agnes School will use the Standard Response Protocol (SRP). Students and staff will be trained in how to respond to 4 main actions:

- Lock Out - There is a possible threat outside the school, and no one is allowed to go in or out of the building until it is lifted. During lockouts, all activities inside the school continue as normal.
- Lockdown - There is a perceived threat inside the school, or directed at the school. The hallways are cleared and classroom doors are locked, and students/staff must stay away from doors and windows.
- Evacuate – Students and staff leave the premises & proceed to established safe zone.
- Shelter-in-place - Enacted when it may be harmful to leave the building, or there is not time to evacuate. (Example—tornado).

Parents and visitors are not allowed to enter the building during Lock Out or Lock Down. As well, we ask that parents not try to phone the school if we are in a lock down situation, it impedes our ability to communicate with the appropriate authorities.

Drills will be done at various points during the year.

## ***Visitors***

Since a visitor can create a distraction to learning, visits should be scheduled in advance so as to not interfere with planned instructional time. All parents and visitors are required to sign in and out with date and time, at the school office. A visitor badge must be worn during the course of the time the visitor is in the building.

## ***STUDENT EXPECTATIONS***

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St. Agnes School strives to promote a positive and safe learning environment for our students. We encourage students to take pride in their learning and choices. The following behaviors are expected and taught:

### **RESPECT**

- Listening to others
- Following directions
- Accepting differences

### **SAFETY**

- Respecting personal space
- Asking for help
- Reporting concerns
- Following school rules and procedures

### **RESPONSIBILITY**

- Completing work
- Being prepared
- Taking care of yourself and property
- Making smart choices

### **CARING**

- Treat others as you would like to be treated
- Helping others
- Using kind words
- Doing your best

## ***Class Room Rules***

Every teacher is unique in the way of discipline and teaching and it will be left to his/her discretion in handling these rules. Teacher's will post their classroom rules and establish a "consequence ladder". Rules and consequences will be taught and discussed with the students.

Inappropriate behavior is routinely handled by the teacher through teaching self-discipline, constructive criticism, problem solving, behavior modification plans, enlisting the assistance of parents, and using rewards or punishments.

Each student will know their value and importance in creating a quality and respectful learning environment. Those who refuse to positively impact the group and follow classroom rules, will be disciplined first by the teacher or supervising adult. If necessary, the principal may become involved.

## ***Playground Rules***

- An adult will supervise the playground at all times. The playground supervisor has the authority to enforce the playground rules.
- Students will utilize all of the fenced playground area. No child is to leave the area without permission.
- No standing on the playground equipment. Do not sit on the bars or ladders. Do not stand or run up the slide.
- Each student is asked to keep his/her hands and feet to themselves.
- Throwing of snowballs or stones will not be tolerated.
- Children will not be permitted to bring knives or sharp instruments onto the playground.

- Water guns, rubber band shooters, etc., will not be tolerated and will be confiscated and destroyed if brought from home onto the school grounds and classrooms.
- Fighting is prohibited AT ALL TIMES. Those who participate will receive appropriate consequences.
- A child is not to leave the playground after once arriving at school unless the playground supervisor or room teacher has given permission.
- Playground teachers will see that rough play is prohibited at all times.
- When a teacher, substitute teacher, teacher's aide or volunteer is on playground duty, all pupils on the playground area are under the supervision of that teacher or teacher's aide. Any pupil, if necessary, may be corrected and sent to his/her respective classroom.
- Older children must be careful of the younger ones.
- Games such as kickball are to be played in the designated areas and kickball rules are to be played as baseball. No aiming of the ball at another person will be allowed.
- Bicycles are to be parked in the proper area for bicycles and are not to be ridden during school hours.
- Tag or other chasing games are prohibited on the equipment.
- Safety should be considered at all times when using the swings. No twisting of the chains, jumping out when the swing is in motion, running directly in back or in front of the swings, swinging from side to side, or more than one person in a swing.

### ***Cafeteria Expectations***

Students are expected to:

- Walk into the lunchroom and remain orderly
- Be respectful and grateful to persons serving lunch
- Eat in a mannerly way
- Talk in a modulated tone
- Observe the seating arrangement
- Appropriate table manners are to be observed in the cafeteria.
- All trash must be disposed of in the designated place.
- No paper, etc. should be left on the table or floor.
- Improper behavior such as throwing food, running, crowding, pushing, breaking in line, or saving seats is unacceptable.
- All food must be consumed in the cafeteria. No eating may take place at recess.

**Failure to comply with lunchroom expectations may result in lunch detention.**

### ***School Parties***

All grades may celebrate Halloween, Christmas and St. Valentine's Day with a simple party. Birthday parties are not permitted, but a treat may be sent to be shared with the class. We ask that parents communicate with the classroom teacher in regards to students in the class with allergies or special dietary needs.

Students are welcome to bring birthday / special treats to school. We ask that this be communicated with the teacher beforehand so that special dietary needs of individual students may be considered.

### ***Party Invitations***

St. Agnes Catholic School encourages inclusion of all individuals. Invitations to private parties may only be distributed at school if all members of the class are being invited. (A girl may invite all girls or a boy may invite all boys.)

## ***Flowers / Gifts***

We ask that balloon bouquets, flowers, etc. are not delivered to school for your child. This causes disruption to the class and disappointment to those never receiving the same. If they are delivered, they will not be given to your child until dismissal time.

## ***Toys / Electronics at School***

Toys and electronics at school can be a distracting influence during the school day. If these items become a problem in the classroom or within the school environment, the student will be asked to not bring them to school again. Should this issue occur repeatedly, the item will be given to the Administrator to keep until the parent/guardian personally picks it up from school. The school is not responsible for the loss or breakage of toys or electronics. For safety of students, hard balls and baseball bats are not allowed at school.

## ***Cell Phones & Communication / Recording Devices***

Students are allowed to bring cell phones & communication /recording devices to school for before or after school use only. However, all cell phones & communication/recording devices must remain with the **power off and in a backpack during the school day (7:45 a.m.-3:15 p.m.)** Students are expected to comply with all cell phone policy rules outline on page23 of this handbook.

## ***Riding of Bikes, Roller Blades, Scooters, Skateboards, Hoverboards, & Wheel Shoes***

Students are allowed to ride bikes, blades, scooters and boards to school with parent permission. Students must walk their bike and/or carry their blades, scooters or boards once they are on school property. Bikes must be parked in the bike rack. Locking bikes and properly storing scooters, skateboards, hoverboards and blades, as well as wearing helmets and related safety equipment is recommended. The school is not responsible for these items should they be stolen.

Due to safety concerns and the disruption of instruction, students are not allowed to wear shoes with wheels to school.

## ***ADDITIONAL SCHOOL PROGRAMS***

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### ***Pre-Kindergarten***

St. Agnes has a Pre-Kindergarten class for children turning 4 years old by August 1<sup>st</sup>. The goal of this program is to provide learning readiness and faith formation for 4 and 5 year olds through large and small group activities, games, songs, and play. This is an all-day program with an option for a 3-day (MWF) or a 5-day schedule. Additional information is available from the Pre-K Director.

### ***After School Program***

The After- School Program, "After 3 Club", is open to all St. Agnes students enrolled in grades Pre-K-5. The program will run each weekday from 3:15 – 5:45 p.m. and will follow the St. Agnes School calendar in regards to scheduled holidays and days off. Homework help, tutoring, learning games, activities, and a snack will be offered. Fees are

\$3.00/hour. A charge of \$1.00 per minute will be assessed for all minutes accrued after the 5:45 pick up time. All school policies are extended and enforced with this program.

Families not participating in the After- School Program are required to pick up their children promptly at 3:15 p.m. Children not picked up by 3:25 will be put into the After- School Program and families will be charged accordingly. We understand that emergencies to come up. Please call the school before 3:15 if you know you will be late.

## ***BUILDING SAFETY INFORMATION***

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### ***Asbestos***

St. Agnes School has some Asbestos Containing Building Material (ACBM). This asbestos is in good condition and what little there is, is limited to a few classrooms and the basement hallway, library, and the Religious Education office. There is very little danger of asbestos getting into the air at St. Agnes School.

In accord with federal EPA and state laws on asbestos, St. Agnes School has an asbestos management plan and conducts required re-inspections. This plan is available in the school office and at the church offices for your perusal during regular hours. St. Agnes is presently working on a long-range plan for removal of the asbestos, but removal of asbestos in good condition may cause more danger than leaving it.

Teachers will be instructed about the presence and procedures for asbestos, in case of an incident of asbestos release.

### ***Drinking Water***

St. Agnes School uses Scottsbluff city water, and we have no refrigerated water fountains, so that the danger of lead in the water is almost non-existent. Nevertheless, in April 1990, when other schools were required by law to test their water, we had our water fountain water tested by the State of Nebraska and an independent water Testing Laboratory.

The results: The water has no Coli form bacteria, has a safe level (5.6ppm) of Nitrate Nitrogen, is very hard and has a low level of fluoride.

Lead content ranged from 0 to 7 parts per billion (ppb), and the water is safe up to 50 ppb.

Sodium in the water is high, equivalent to 1.1 milligram per quart. Students and faculty who need to watch their sodium intake may need to be aware of this high number.

The level of SULFATE-SULFUR and TOTAL DISSOLVED SOLIDS is high and may cause a laxative effect in people who are not accustomed to drinking it.

## ***DIOCESE OF GRAND ISLAND SEXUAL ABUSE POLICY***

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Regretfully, sexual abuse is part of this day and age. The diocese of Grand Island recognizes this problem in society as a reality. It is the fervent hope of the diocese that by implementation of this policy, particularly in the area of screening and training, that the evil of sexual abuse may be avoided and the people of God, especially our children, may benefit from our ministry. Out of concern for the people we

minister to, and out of concern for our own ministers, employees, and volunteers, we must make every effort to eradicate such abuses and to help people who have a problem with sexual abuse, both victim and perpetrator. To this end we establish the following policies regarding sexual abuse and its prevention:

1. All ministers, staff, employees, and volunteers in any way connected with the Diocese of Grand Island, either through parish, institution, or school, who deal primarily with children under the age of 18 must be adequately screened before they begin their employment, ministry or volunteer work. The screening process shall include, but not be limited to necessarily, personal interview between the person and the pastor, department head or school official involved; a list of references to be supplied to and checked by the person's immediate supervisor; a specific question concerning the existence of any such person's criminal record. If a criminal record is present it must be forwarded to the Diocesan Bishop for his decision as to whether that person may begin employment, ministry or volunteer work with the Diocese of Grand Island. If, during the process, a person refuses to comply with the request for criminal record or fails to divulge a criminal record, with such action will immediately disqualify an applicant from further consideration for employment, ministry, or volunteer work.
2. Pastors, head of departments and superintendents of schools are required to write a job description for each minister, employee, or volunteer who deals primarily with children. Within each such job description the Diocesan policy on the issue of sexual abuse and sexual conduct shall be contained. The Diocesan policy which shall be stated is that sexual behavior, both verbal and nonverbal, is inappropriate in any ministry setting. It will be responsibility of pastors, heads of departments, and superintendents of schools to provide adequate training regarding appropriate and inappropriate sexual contact to ministers, employees, and volunteers who work with children.
3. In recognition of the reality that sexual abuse does unfortunately occur in our world and that in many instances such sexual abuse may involve a child as a victim, it is the policy of the Diocese of Grand Island and all of its institutions that a child shall not be interviewed regarding a sexual abuse allegation while such a child is attending one of the institutions of the Diocese without prior notification to the parent or guardian of the child or a church official being present for such interview.
4. If an allegation of sexual abuse should be made against a minister, employee, staff member, or volunteer connected with the Diocese, that allegation shall immediately be communicated to the Civil Authorities and the Bishop or his representative. If, after initial review, the Bishop or his representative determines further investigation is warranted, appropriate local civil authorities may be notified regarding the allegation.
5. Upon notification to the Bishop or his representative of any such allegation the Diocese reserves the right to place any such minister, employee or staff member connected with such allegation upon immediate administrative leave pending further investigation into the allegation by church authorities and/or civil authorities.

If any such allegation is made involving a volunteer in the Diocese the Bishop or his representative may immediately cease any volunteer work being done by such person in any of the Diocesan institutions pending further investigation into the allegation.

6. Each employee and volunteer and applicant for employment or volunteer work in the diocese shall be made aware of these policies. Such person shall also be told that the Diocese of Grand Island and all of its parishes, institutions, and schools consider sexual behavior, both verbal and nonverbal, inappropriate in any ministry setting.

## ***Safe Environment Training***

All personnel who work on a routine basis with the students of St. Agnes Catholic School, including teachers, all support staff and volunteers are trained annually in Safe Environment. This program, developed and provided by the Grand Island Diocese, is presented by the Religious Ed. Coordinator.

## ***Volunteers***

Volunteers are an important part of the educational ministry at St. Agnes. All classroom volunteers working directly with students are required to have completed the volunteer screening process. Only the principal or Safe Environment Coordinator will notify you when you are an approved volunteer. Volunteers are expected to abide by the *Code of Christian Conduct for Parent/Guardians and Volunteers*.

## ***SCHOOL ORGANIZATIONS***

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### ***School Advisory Council***

The Advisory Council is established by the Pastor with the recommendation from the Administrator, in accordance with parish policy, to advise him and the principal in the governance of the parish school. Members cannot act apart from the Pastor and the Administrator and cannot make decisions that are binding on the parish school without the approval of the Pastor and Administrator. Advisory also means that decisions will not be made in major matters until and unless the council has been consulted. The areas in which the board has responsibility and shall be consulted include: planning, policy development, finance, development and public relations.

The Council holds regular meetings August to April. All meetings are open to the St. Agnes Community except for those sessions designated as executive. Non-council members who would like to address the Council may make a request to the President, Pastor or Administrator in writing at least 10 days prior to the next meeting. The written request shall include the topic to be discussed. The request to address the council may be denied if it involves areas in which Council has no jurisdiction. If the request is denied the person making the request will be informed of the decision. Ultimately, it is the Pastor who has the final decision in all matters related to St. Agnes Catholic Church and School.

### ***Home and School Association (HSA)***

The HSA is an active organization of parents/guardians and teachers and staff established to support St. Agnes. The mission of the HSA is to develop and deepen a mutual understanding of Catholic education by cultivating a strong connection between our school and its families through positive communication, the organizing of volunteers and providing of fundraising opportunities. The HSA is coordinated by an appointed Leadership Council and works under the direction and guidance of the principal.

The organization coordinates activities and other events throughout the year in support of the school.