

## ***Parent-Student Handbook***

### ***WELCOME TO SAINT AGNES SCHOOL!***

Information concerning our school is included in this Parent-Student Handbook. This booklet is important. Keep it for future reference concerning the school and its operation. I ask that you share the information contained within this booklet with your children according to their appropriate age level, to assure an understanding of the philosophy, mission, and operation of Saint Agnes School.

It is the hope of the faculty and staff of Saint Agnes School that the years spent at Saint Agnes will result in growth for the total Saint Agnes Community.

We believe all students can and want to learn. Catholic education is a shared responsibility of students, parents, faculty, and parish community. We must work together and share expectations, values, and goals in order for the children to get the best experience from their education. If you have questions or concerns about what is happening day-to-day at Saint Agnes School, call or e-mail me. Good communication and a positive environment are so important for the success of our students.

May we work together with God's blessing, helping each other to achieve the best for the children, families, and all at Saint Agnes School.

Linda Groh, Principal  
August, 2011

*Saint Agnes School  
Faculty and Staff  
2011-2012*

*Linda Groh, Principal*

*Philip Gessner, Assistant Principal*

**Kindergarten**

Mrs. Stacey Turner

**Grade 1**

Mrs. Patti Conway  
Ms. Christina Weber

**Grade 2**

Mrs. Julie Liauba  
Mrs. Maureen Woebkenberg

**Grade 3**

Ms. Sarah Espenscheid  
Ms. Becky Hill

**Grade 4**

Mrs. Joanne Lape  
Mrs. Vicki Smith  
Mrs. Pam Summe

**Grade 5**

Ms. Virginia Kane  
Ms. Shauna Ryan

**Grade 6**

Mrs. Rosemary Mullen  
Mrs. Hope Reynolds  
Mrs. Karen Smith

**Grades 7/8**

Mrs. Nancy Dwyer  
Mrs. Gina Eckerle  
Mrs. Bridget Gruner  
Mrs. Jorja Kremer  
Mrs. Rosemary Mullen  
Mrs. Donna Neiser  
Mrs. Karen Smith  
Mr. Richard Wilmhoff

Mrs. Susan Garwood – Physical Education  
Mrs. Claire Miller – Music K-8  
Mrs. Monica Wainscott – Technology  
Coordinator/Instructor 4-8  
Mrs. Carol Finnell – Technology Instructor K-3  
Mrs. Kelly Sparks – Library/Media Center  
Mrs. Bridget Gruner – Special Education Coordinator  
Sister Mary Bonita – Resource Instructor  
Mrs. Donna Moreland – Counselor  
Mrs. Beth Scheper - Speech  
Mr. Derek Faught – Spanish  
Mrs. Christine Nalley – Art 7&8  
Mrs. Lelia Wendel – Art K-6  
Mrs. Mindy Sucher – Kindergarten Aide  
Mrs. Janet Koeninger – Teacher Aide – 1-4  
Mrs. Renee Knapke – Administrative Assistant  
Mrs. Ann Flood – Office Secretary  
Mrs. Jackie Flynn – Office Secretary  
Mrs. Amy Wendt – Office Secretary  
Mrs. Mary Fischer – Cafeteria Manager 261-4924

### ***MISSION STATEMENT OF SAINT AGNES PARISH***

We, the faith community of Saint Agnes, a Roman Catholic Church and school within the Diocese of Covington, commit ourselves to:

- Become a welcoming, loving community based on faith in the Word of God, love of Christ in the Eucharist, and responsiveness to the guidance of the Holy Spirit;
- Strengthen faith in adults, youth, and children through liturgies, sacraments, religious education, study of scripture, small group sharing, and personal prayer;
- Promote the respect for all human life in recognition of the unique gifts bestowed by God on every individual;
- Teach our faith as the first priority within our school;
- Challenge our young people to develop a Christian lifestyle within the Catholic tradition;
- Evangelize the Word of God to inactive parishioners and the community. As our parish unites in fulfilling our mission towards becoming the Body of Christ, we pray for the guidance of the Holy Spirit.

### ***MISSION STATEMENT OF SAINT AGNES SCHOOL***

Saint Agnes School is dedicated to providing a Catholic education that leads students to become productive and just citizens so they live out the Gospel values today and in the future.

(Revised 2011-2012)

### ***PHILOSOPHY OF SAINT AGNES SCHOOL***

Saint Agnes School is a parish faith community where administrators, teachers, parents and school personnel work together to provide a strong Catholic education for each of its students. The spiritual, moral, intellectual, social, physical, and emotional development is supported and the dignity of each person is respected.

Our shared commitment is to teach and nurture our Catholic faith and to model it as we embrace and live the Gospel values today and in the future. We strive to educate, to serve, to be good stewards and to practice social justice.

(Revised 2011-2012)

## ***ADMISSION***

Saint Agnes School does not discriminate on the basis of race, color, or national origin in its employment practices or admission policies.

Saint Agnes School is a parish school founded to serve the people of Saint Agnes Parish. Saint Agnes School will accept students of registered and supporting members of the parish. Catholic students from outside the parish and non-Catholic students are accepted contingent upon enrollment projections.

Saint Agnes School maintains a maximum classroom ratio of one (1) teacher per twenty-six (26) students.

Children entering kindergarten must be five (5) years old prior to October 1 of the year they are entering school. Children entering first grade must be six (6) years old prior to October 1 of the current year and have attended a state-certified kindergarten. The administration reserves the right to screen students for readiness.

All students in kindergarten through eighth grade register annually for school, during Catholic Schools Week. Documentation from the previous school attended will be requested for all new students. New students in grades five through eight will be assessed four weeks after enrollment to insure that their educational needs are being met at Saint Agnes School. New students may be interviewed by the principal before acceptance into Saint Agnes School.

Families registered in the Saint Agnes Parish are expected to be active members of the parish, to attend Mass regularly, to give service to the parish and/or school, and to contribute to the weekly collection to be considered for the parish tuition rate. School families who are not active members of the parish will pay the out-of-parish tuition rate.

The documents required for registration are: a completed registration form and the registration fee, a copy of the original birth certificate and a copy of the baptismal certificate if the child was not baptized at Saint Agnes Church.

## ***ADMISSION POLICY***

Priority registration for kindergarten is held in the fall during the Kindergarten Open House. Registration for grades one through eight is held during Catholic Schools Week. Admission to Saint Agnes School is based on the following:

1. All families with children presently enrolled in school;
2. Registered, active parishioner, including regular mass attendance; financial support of both school and parish; active supporter of school activities via service hours;
3. Registered parishioner, including regular mass attendance; financial support of both school and parish;
4. Non-parish family;

Preference for kindergarten morning or afternoon sessions will be given to parents with children currently in our school, as long as the registration deadline is met, and then based on the length of registration in Saint Agnes Parish.

### ***TUITION***

Full tuition is set annually prior to the start of the new school year for the Saint Agnes parish families and non-parish families.

Reduced tuition may be offered based upon receipt and approval of a financial aid application. Parishioners may apply for assistance after the child has attended Saint Agnes School for one full year. The information and important dates for the financial aid forms are announced by the principal in the weekly school newsletter. Completed forms are to be given to the principal by the announced deadline to be considered for assistance.

The FACTS Program is used for tuition collection and accounting. Information regarding FACTS is sent home to all school families in the spring. Every school family needs to set up an account on the FACTS Program for tuition collection.

### ***SCHOOL TUITION PAYMENT POLICY P3500***

Saint Agnes Parish and School are committed to providing a quality Catholic education to all. We recognize and appreciate the sacrifice that school families make to send their children to a Catholic School. Therefore, Saint Agnes offers a variety of tuition assistance programs to help make your investment in a quality Catholic education more affordable. However, it is important to note that school tuition alone does not cover the cost of educating your child(ren) for a school year. Saint Agnes Parish contributes a significant subsidy for each student to help offset the cost of their education. It is our commitment to you to continue providing quality education with fiscal responsibility.

In order for the school to continue to provide a quality Catholic education, it is necessary for the school to meet its own financial obligations. Toward that end, the following School Tuition Payment Policy has been adopted: (Revised 2011-2012)

1. It is the obligation of every family with children attending Saint Agnes School to remain current with regard to tuition and fees incurred prior to, during and following a school year. Remaining current is defined as being paid in full on or before the date on which payment is due.
2. If payment remains unpaid for thirty (30) days beyond the due date, the Parish Business Manager shall send a delinquency notice. The family has the responsibility to respond to the notice and provide reason for delinquency.
3. After receipt of a delinquency notice, the family shall have fourteen (14) days to either satisfy the outstanding balance, including all applicable late fees, or provide a mutually agreed upon plan of action to the Parish Business Manager to satisfy the outstanding balance.

4. For families who remain uncommunicative with the Parish Business Manager, providing neither payment nor a payment schedule, student attendance shall be suspended. Students shall not be permitted to return to school until balance is satisfied or a mutually agreed upon payment plan is confirmed in writing with the Parish Business Manager.
5. Students from families with outstanding balances, who have not communicated with the Parish Business Manager and/or have not complied with an agreed upon payment plan, shall:
  - a. Not receive report cards or transcripts;
  - b. Not be permitted to register for the following school year;
  - c. Lose priority registration placement privileges;
  - d. Be transferred to the class waiting list;
  - e. Not be added to a class list.
6. Priority placement for determination of selecting and admitting students from the class waiting list shall be determined by the following:
  - a. Level 1: Registered active parishioner, including regular mass attendance; financial support of both school and parish; active supporter of school activities, via service hours.
  - b. Level 2: Registered parishioner, including regular mass attendance; financial support of both school and parish.
  - c. Level 3: Non-parish family.

### ***FEES***

Registration and other fees are established each year.

There is an initial \$60.00 registration fee to attend Saint Agnes School.

An annual re-registration fee of \$30.00 is required from each existing school student to re-register for the next school year. It will be applied to the school fees.

A cafeteria fee of \$60.00 shall be paid per family. This fee is required of all families. A cafeteria reimbursement of \$15.00 is given each time a parent works in the cafeteria.

The Parent Teacher Organization (PTO) has a \$10.00 per family fee.

Fees for damaged and/or lost books must be paid prior to receiving the final report card.

## ***ARRIVAL PROCEDURES***

The safe arrival and departure of the students at Saint Agnes School is a major concern. Cooperation in following these procedures is essential. The school day is from 7:45 a.m. until 2:45 p.m. Morning kindergarten is from 7:45 a.m. until 10:55 a.m., and afternoon kindergarten is from 11:40 a.m. until 2:45 p.m.

- Students are to enter school through the cafeteria doors on Mulloy Drive in the morning. Doors open at 7:20 a.m. We ask parents to pull up to all three sets of steps and keep cars outside the yellow safe zone. Students should be prepared to depart the car when the traffic flow stops along the yellow safe zone line, so as not to delay other cars. Please do not pass cars unloading children. Safety is our first concern.
- Kindergarten: Students in the morning class will follow the above school procedure. Afternoon students will enter school through the front doors on Sleepy Hollow Road no earlier than 11:30 a.m.
- The cafeteria doors are open from 7:20 a.m. until 7:45 a.m. Students enter school through the cafeteria doors unless they are tardy. All school doors are locked after 7:45 a.m. Students arriving after 7:45 a.m. must use the front doors and report to the office for a tardy slip.

## ***DELAY OF SCHOOL***

If a delay of morning arrival has been issued, please adhere to the directions given through the all-call system or the local media. The delay is usually a one-hour delay. Every effort will be made to open the **front** school doors at 8:00 a.m. when a delay has been issued. The cafeteria doors will be open at 8:20 a.m. on those days. If you need to drop off your children before 8:20, please bring them to the front doors of school.

## ***WEATHER EMERGENCY DAYS***

In the event that the school day is cancelled because of inclement weather, parents will be notified through the all-call system and/or local media. Every attempt will be made to make this decision as early as possible.

In the event that it would be necessary to have a heat emergency day, an announcement will be made by the all-call system and/or local media.

School will be dismissed at 1:00 p.m. with bus service. Lunch will be provided.

Snow days and accumulated heat emergency hours will be made up in the school calendar.

## ***DISMISSAL***

Students who walk home from school will be dismissed and must walk carefully and be aware of the traffic at this busy time. All students who must cross the street in the front of school, should use the help of the crossing guard. Students should respect neighbors' yards and properties and use sidewalks where available.

Bus riders will be led to the bus when called.

Car riders will be dismissed from the back of school. Cars line up on Mulloy Drive and follow the traffic flow as directed by the teachers.

For security reasons, parents should not pick up students in cars in front of church or on neighboring streets. Students who ride home in cars, should be picked up in the car line on Mulloy Drive.

## ***NO BUS SERVICE DAYS***

If it is necessary to cancel bus service for inclement weather, bus repair, etc., you will be notified as soon as possible. Generally, the all-call system and/or local media will notify you. In case of an emergency, every attempt will be made to notify the parents.

### **Generally, if the school bus does not run in the morning, it will not run in the afternoon.**

If the bus has not run in the morning and we decide it is safe to run in the afternoon, we will inform you by e-mail or the all-call system.

In the event that one bus could not run, extra trips with the available bus may be made. In any case, your child will always be supervised here at school until they can be picked up.

## ***ATTENDANCE***

Attendance at school is very important for the progression of learning. Parents should see that their child's attendance at school takes priority over all other activities. Regular attendance and promptness are vital for successful progress. Parental insistence on attendance also underscores the value of education. Parents are strongly discouraged from taking their child out of school for any reason other than family emergencies, illnesses or funerals. In these circumstances, the student may make up assignments and take tests after the child returns to school.

Teachers are not obliged to prepare individual lessons or gather work ahead of time for the vacationing student. Assignments must be completed within one week from the date the assignment was given.

## ***LEAVING DURING SCHOOL HOURS***

If a student must leave school during the school day, a parent or legal guardian must send a note to the homeroom teacher stating the time and reason the child must leave. The student will always be dismissed from the school office, and the parent or guardian will complete the sign-out sheet in the office.

A student who leaves school for any amount of time will be considered absent or tardy depending on the time away from school. This will include illness, medical, dental or other appointments for which a student leaves and returns to school.

A student who is not in school for any reason during any portion of the school day is considered absent for the purposes of perfect attendance. There are no excused or unexcused absences or tardies.

No student may leave the school premises at any time during the school day without the permission of the principal.

### ***ABSENCES***

Parents should either call the school office (261-0543) or e-mail the school office [office@saintagnes.com](mailto:office@saintagnes.com) by 8:15 a.m. on the morning the child is absent. Homework requests for the student should be made at this time. The state attendance law requires a written note to be sent stating the reason for the absence. These should be given to the homeroom teacher when the student returns and then will be kept on file for one year.

A physician's statement may be required on return to school after an extended illness (over five days) or for poor attendance patterns. If a student is absent more than fifteen days, a conference may be necessary with parent, teacher, and principal.

If a student cannot participate in outdoor recess, a written note is required stating the reason. Frequent or extended non-participation during outdoor recess may require a physician's statement.

If a student cannot participate in physical education class, a written note is required stating the reason for being excused from participation. It is understood that students may be asked to participate in an adaptive form of physical education as determined by the PE teacher. Frequent or extended non-participation from PE will require a physician's statement.

### ***TARDINESS***

Prompt arrival at school each day is expected of all students. It disrupts teachers, students, and lessons when students are consistently tardy. Students should have their backpacks emptied and be ready to begin the day when the bell rings for prayer at 7:45 a.m. Students are tardy when arriving in the classroom after 7:45 a.m. The student who is tardy must report to the office prior to entering class. Five morning tardies may result in thirty minutes of make up time before school on an assigned day. Repeated tardies may result in missing recess time on the day the student is tardy. Students are counted tardy and absent in the following manner: arrival before 9:45 a.m. is a tardy and after 9:45 a.m. is one-half day absent. Leaving before 12:45 p.m. is one-half day absent and after 12:45 p.m. is a tardy. There are no excused or unexcused tardies. Tardiness affects perfect attendance.

## ***CUSTODY***

The school office needs, in writing, any information regarding custody and visitation rights. Unless we have documentation to the contrary, the school will deal with only the custodial parent. Kentucky law provides that “the custodial parent may determine the child’s upbringing including his/her education.” Legal counsel has advised that the non-custodial parent may have access to the child’s records under one or more of the following conditions:

- access is granted by divorce decree;
- the custodial parent has given permission for limited or total access to the child’s records;
- a court order has been issued granting access to the child’s records to the non-custodial parent.

Documentation granting/ refusing access to the student’s records will be kept in the principal’s office.

## ***ACADEMICS***

Saint Agnes School is accredited by the Non-Public State Accreditation Program of Kentucky and meets the curriculum requirements set forth by both the state and the Diocese of Covington. The accreditation process is conducted every five years and reviewed every year.

Report cards are given four times a year. Parents are encouraged to contact the teacher when concerned about the student’s progress. Parents of students in grades five through eight have access to their child’s grades through the computerized Engrade program. A formal parent/teacher conference will be held at least once a year. On that day, students are dismissed early, and teachers are available for afternoon and evening conferences. Students in grades five through eight attend the conference with the teacher and parent. Teachers or parents may request conferences throughout the year as the need arises.

## ***GRADING SCALE***

The grading scale varies according to the grade level of students.

In grades kindergarten, one and two – E, G, S, P, are used to define progress  
(E = excellent, G = good, S = satisfactory, P = problem area)

In grades three - eight – A, B, C, D, F are used:  
(A = 93 – 100, B = 85 – 92, C = 75 – 84, D = 70 – 74, F = below 70)

## ***PROMOTION***

After the four quarter grades are averaged, any student who has achieved an average no lower than 70% in the major school subjects will be promoted to the next grade level. Students who have an average of 70%-74% will be encouraged or required to secure tutoring by a certified teacher in those subject areas. Any student receiving a percentage below 70% must attend summer

tutoring by an accredited tutor and receive a grade, that when averaged with the four quarter grades, achieves a passing grade for that subject. Any student in grades five through eight receiving a percentage below 70% in two or more subjects after each of the four quarter grades are averaged will not be promoted to the next grade level and will be reviewed for the feasibility of returning to Saint Agnes School for the next school year.

### ***HOMEWORK***

Homework is important. It is an extension of the learning presented in class. It can provide opportunities for practice and drill, independent study, research, and creative thinking. Parents can help by arranging a quiet and comfortable place for the student to work and by assuring completion of assignments. Any work not completed is subject to penalty according to the classroom rules. Late assignments due to sickness are exceptions. The amount of homework varies according to the grade level, the nature of the assignments, and the ability of the student. Every attempt is made to see that the amount of time spent on homework is reasonable. Please consult with the teacher if you observe, over an extended period of time, that your child is spending an excessive amount of time on homework or if your child claims he/she has none.

### ***EDUCATIONAL TRIPS***

Throughout the school year, teachers will design educational trips to be an extension of the classroom curriculum. Despite the value of such excursions, students do not have the “right” to participate in field trips. Appropriate classroom behavior and a signed permission slip are necessary to allow a student to accompany the class on a trip. No student will be permitted to go on a field trip or leave the school grounds for any educational trip without the written permission of parent or guardian.

Any student with three behavior detentions will not be permitted to participate in class field trips. Other exceptions for not attending field trips will be made by the principal.

For most field trips a bus fee will be required.

Teachers will contact parent if the trip requires additional chaperones. Chaperones for field trips must be adults who are in compliance with the *VIRTUS* safe environment policy. Information for *VIRTUS* compliance can be found on the school website. Chaperones for field trips should not bring siblings.

On the occasion that volunteer drivers are needed for a field trip, the following requirements must be met:

- each driver must be properly licensed and insured, and his/her vehicle must be equipped with safety belts for all passengers;
- each driver will be given a list of students in his/her care;
- in case of an accident, the driver must see to the physical safety of each passenger, notify the police and the principal, and seek emergency care immediately. The driver’s insurance company must be notified as soon as possible.

## ***TESTING***

Saint Agnes School participates in the achievement and cognitive skills testing of students that are conducted annually as recommended by the Department of Education of the diocese. Results are reported to parents. The Kenton County school system may provide special screening services and possibly educational testing for students in non-public schools when they are referred by the parents, teachers and/or principal. Parents may refer their own child to be tested by calling the Kenton County Board of Education or contacting the principal. If you have questions concerning this, please talk to your child's teacher or principal.

## ***CURRICULUM***

Saint Agnes School offers a strong, basic skills curriculum. Direct, individualized and group instruction, and a wide variety of learning techniques are used to accommodate the student's learning styles. Kindergarten implements this design in a self-contained classroom situation with various activities and learning centers. Grades one through three are mostly self-contained, but implement some departmental work within the grade level. Grades four, five, six, seven and eight are organized in a departmental program. Textbooks and materials for each curriculum area are reviewed and re-adopted on a regular basis.

### Religion

The mission of our Catholic faith is to spread the Good News of the Kingdom of God. The faculty, staff, and parish priests work together to teach scripture, prayer, sacraments, commandments, and creed. The religion curriculum includes faith development, prayer, service, and mission awareness. The faculty strives to make religion more than a subject to be taught and learned, but also a lifestyle to be lived.

Students are prepared for the sacraments of Reconciliation and Eucharist in the second grade and Confirmation in the eighth grade. Meetings with parents of students from each of these grades are held prior to each sacrament. It is mandatory that a parent or guardian attend each meeting. There is an opportunity to receive the sacrament of Reconciliation during Advent and Lent and to participate in various para-liturgies throughout the year. Students attend weekly liturgies.

### Language Arts/Reading

The language arts subjects of reading, writing, grammar, spelling, and spoken language are taught to emphasize the importance of self-expression through written and oral communication, as well as an appreciation and understanding of great literature. The reading curriculum is developed sequentially to insure a positive and successful formation of reading skills for each student. Grammar and spelling are enhanced by the Daily Oral Language activities. Opportunities exist in each grade for various styles of writing techniques and composition. Programs such as Accelerated Reader and Sustained Silent Reading enhance the reading curriculum.

## Handwriting

Good form and neat, legible handwriting is stressed at all grade levels. The students should take pride in their work. Illegible or sloppy work will not be accepted.

## Math

The math curriculum is designed to provide students with understanding and usage of basic mathematical concepts, computation, and reasoning. The students are tracked in ability levels for math beginning in the third grade. Seventh and eighth grade students have an opportunity to study pre-algebra and algebra based on mathematical ability and performance.

## Science

The science curriculum is designed to introduce the students to the methods of investigation, discovery, and observation that lead to logical conclusions in physical, life and earth sciences. Saint Agnes School has a science lab and many science materials that provide hands-on science experiences that complement the textbook curriculum. The upper grades participate in a yearly science fair.

## Social Studies

The social studies curriculum is an integrated study of history, geography, economics, anthropology, sociology, and political science. This interdisciplinary approach will assist the student to strengthen innate concepts and develop new insights about cultures, governments, societies, people and their families. The application of history, civics, and geography concepts provides opportunities to analyze, inquire, and solve problems.

## Music

Students in kindergarten through sixth grade participate in a weekly music class. Students experience the musical elements of singing, listening, using instruments, and performing. Each grade level has an opportunity to perform in a musical and/or performance planned during the school year. Seventh and eighth grade students have a weekly lesson and are instructed in note reading, composition and keyboard. Students also have the opportunity to participate in the music ministry at weekly liturgies.

## Physical Education

The physical education curriculum is designed to provide opportunities for the student to learn and practice sports-oriented and recreational activities and skills leading to positive physical, emotional, and social growth. The curriculum includes exercises, learning activities, and games.

## Art

Saint Agnes School art program teaches students the different elements of art, such as line, shape, color, texture, balance, etc. These elements are taught through a variety of art media. Students will also be exposed to art history. An art show of student work is held each school year.

## Computer Technology

Students use computers and software to do electronic research, projects, and process writing, and for enrichment and reinforcement of their learning. There are computers for use by students in the computer lab, media center, and classrooms. Much of the work for the primary students in technology classes, involves simple word processing, and other activities to enhance their learning. In grades four through eight, students are encouraged to use the computers as tools for greater learning. All students have weekly technology classes.

## Foreign Language

Spanish is the foreign language that the students are taught at Saint Agnes School. Students are introduced to vocabulary, language expression, customs, history, and activities that excite the students to learn about the language and the culture. Spanish is a graded subject in grades four through eight.

## Library – Media Center

Students have scheduled class time to use the media center weekly. They may also use the media center with permission from the classroom teacher or librarian at other times during the school day. Students may borrow books from the library. Books may not be borrowed if a student has an overdue book. Parents have an opportunity to participate in the Gift Book Program. Parents donate a book to the library on their child's birthday or other special occasion. A special recognition with the child's name is placed in the book. An annual book fair is held for students to purchase books and support the library.

## ***COMMUNICATION***

The best educational atmosphere is one in which the parent, student, teacher, and administrator work and complement each other. The commitment of the faculty and administration is to work in a constructive, professional manner for the success of the children. Lines of communication between all members of our educational community need to be open and direct, and they operate best when handled swiftly and confidentially. Parents are asked to call the school office, write a note, or send an e-mail to contact a staff member. The private phone numbers of the teachers will not be given out from the school office.

- (1) Communications from the school office, PTO, etc. are communicated through the website.
- (2) The school maintains an updated website with multiple links of school information.
- (3) Visiting the school website frequently is strongly encouraged.
- (4) A weekly newsletter is e-mailed each Wednesday from the Principal.
- (5) Those families without internet connection should notify the office for a hard copy of all communications.

If a problem arises or there needs to be clarification about a classroom issue, the parents are asked to speak directly to the teacher first. Should the problem remain unresolved, the parent may contact the principal. After these steps are taken, the pastor could be involved.

Parents who would like to conference with the principal, guidance counselor, or teacher may call or e-mail for an appointment.

### ***DISCIPLINE CODE***

Discipline is fundamental to a successful life and essential in the educational setting. The faculty and administration at Saint Agnes School expect the best behavior from all students. Rules for classrooms, halls, restrooms, cafeteria, and playground are designed to insure a safe and educational school day. Violence, threats of violence and simulations of violence will be taken as serious violations of the discipline and safety policies of the school. In all aspects of discipline, our goal is to act in a Christian manner characterized by fairness and compassion.

Teachers are individually and personally responsible for the training of their own classes and for the overall discipline in the school. They will explain the school discipline program at the start of the school year to all students. In addition, each teacher may have specific classroom rules. Students' best behavior is manifested in an atmosphere of mutual respect and trust.

#### **General Codes of Discipline**

Halls	A quiet atmosphere is required during the school day. Walk or stand in line in single file. Walk down stairs on the right side. Keep hands and feet to oneself at all times. Respect work that is displayed in the halls. Hold doors for one another.
Classroom	Respect self and others. Respect personal, school and student property. Come prepared for class. Stay seated and work quietly if the teacher leaves the room. Be courteous. Speak at appropriate times. Work to the best of one's ability.
Cafeteria	Eat lunch in conversational tone and remain seated. Refrain from pushing in line. Be respectful of others when serving oneself at the salad bar, ketchup table, etc. Clean up eating area when finished (table and floor). Be polite to the cafeteria workers. Soft drinks or cola drinks may not be packed for lunch in compliance with government regulations.
Uniform	Maintain neat appearance at all times. Comply strictly with the uniform policy in this handbook.
Restrooms	Flush the toilet and wash hands after using the restroom. Keep area clean and free of litter. Return to class quickly and quietly. Report any damage or maintenance needs immediately to the teacher.

Church	Be reverent and respectful at all times. Participate in prayers and songs. Be attentive to the readings, the homily, and the service. Walk in an orderly manner to and from church.
Playground	Play cooperatively - without rough play. Respect playground equipment and grounds Keep within the designated areas. Line up in single file at the end of recess. Keep silent upon entering the building.
Dismissal	Pack up backpack, coat, and belongings. Listen attentively to announcements. Remain seated until called to leave. Walk quietly in single lines through hallways and stairwells. Follow directions of teachers on duty.
Bus Riders	The right of all students to ride the bus is dependent on their proper behavior and observance of the rules and regulations. Any student who fails to comply with the regulations will jeopardize his/her chance to ride the school bus.

- The driver is in full charge of the bus and the students on it; therefore, the students must obey the driver immediately as the directions are given.
- Students are to be on time. The bus cannot wait for those who are late.
- Students must be respectful of the bus property. Littering, marking or destroying seats, or any defacement of property is unacceptable.
- Students may talk calmly to those near them, refrain from loud shouting or noises as to distract others, and must be respectful of their classmates.
- Hands and arms must be kept inside the bus at all times.
- There should be no eating or drinking on the school bus.
- Seats may not be “saved” on the bus.

We believe it is the responsibility of each student at Saint Agnes School to behave in a manner that does not threaten, interfere with, or deprive students of their right to an education. An anti bullying program has been established at Saint Agnes School. We also believe that the expected behavior of the students of Saint Agnes is a combination of common courtesy, respect for others, and safety considerations.

In an effort to guarantee your child and other children the excellent learning climate that they deserve, we have developed a system of discipline that is based on class rules, rewards, and consequences. The following is a summary of the Saint Agnes Discipline Program.

Each student will be given a Wildcat Card at the beginning of each grading quarter. These cards will be used to record the student’s behavior and responsibility. The homeroom teacher will keep the cards for students in grades one, two and three.

The students in grades four through eight will be responsible for keeping their cards with them at all times. Each card will address the following areas:

- responsibility issues ( arriving to class on time, being prepared, etc.)
- behavior issues ( silence when appropriate, cooperation, respecting others, refraining from fighting, etc.)
- communication issues (notes between parents and teachers).

### ***WILDCAT CARDS***

Wildcat Cards are a means of communication between school and home. The categories listed on the Wildcat Cards are responsibility, behavior and communication.

In the event that an infraction occurs in any of the above areas, it will be recorded on the card. Students who receive five infractions in the responsibility category on the Wildcat Card will be assigned to an hour of study skills workshop after school on a specific day. Students who receive three infractions in the discipline area (grades 5 through 8) or five infractions (in lower grades) will be assigned to an hour detention on a specific morning before school. The Wildcat Cards will be sent home on Wednesday for parent review and signature. A lost or misplaced Wildcat Card may result in an automatic detention. Wildcat Cards are discarded and new Wildcat Cards are issued at the beginning of each school quarter. A behavior detention will be treated as a serious matter. Parents will always be notified of detentions in grades three - six. At the time of the second behavior detention, a conference will be held with student, teacher, parent, and principal. The student loses the right to participate in class field trips if he/she has received three behavior detentions. Future behavior detentions will result in a discussion of student suspension and/or possible expulsion. At this time, written reports will be made to the Director of Education in the Diocese (Diocesan Handbook P5434).

In grades seven and eight, the following procedure will be followed for Wildcat Cards:

The first and second behavior detentions will be a morning detention on an assigned day from 6:45a.m. to 7:45a.m. A parent/teacher meeting will be scheduled at the time of the second detention.

The third behavior detention will be on Friday after school for 1½ hours at a cost of \$15.00. The payment is due at the time of the detention. The payment must be made before the student re-enters the classroom.

After the third detention, the seventh or eighth grader is not permitted to go on field trips with the class. Any exception to this is rare and made only by the principal.

The fourth behavior detention goes to a suspension.

The first and second responsibility detentions will result in a one hour after school workshop.

The third responsibility detention becomes a behavior detention and follows that program.

Uniform violations are marked on the communication area of the card. The third uniform mark for seventh and eighth graders becomes a behavior mark.

The principal has the right to infer automatic suspension or detention for any serious one-time incident or a series of repeated incidents. The principal is the final arbiter in all disciplinary situations and may waive a disciplinary rule for just cause. Examples of unacceptable behavior that could lead to a suspension or expulsion are:

consistent disrespect to authority,  
uncooperative behavior,  
fighting, harassment, bullying  
stealing, lying, or cheating,  
profanity or obscenity,  
use or possession of tobacco products, alcohol, or illegal drugs anywhere  
on school premises,  
disorderly conduct,  
assault,  
destruction of property,  
possession of weapons or other harmful materials,  
consistent disregard for any school rule.

Students should behave in class and cooperate because it is the right thing to do and the best thing for their education. However, often the students who are quietly cooperating and putting forth their best effort get lost in the shadows of those who are not. In an effort to see that this doesn't happen, we have designed quarterly rewards to recognize students with unmarked cards.

### ***ELECTRONIC ITEMS***

Students are not permitted to bring electronic games, i-pods, individual cd players, laser pointers, other electronic devices, or expensive items to school.

Cell phones, pagers, and beepers are not permitted on a regular basis. If the need arises for a student to bring a cell phone for an after school activity, the student must place it in a basket in the school office before going into the classroom. The phone must be turned off. The student may retrieve it at the end of the day as he/she is dismissed. No cell phone may be used at school until after 3:30. Any confiscated items will be kept in the school office for a period of two days.

### ***MONEY***

Students should not bring large amounts of money to school for personal use.

### ***GUM***

Students are not permitted to chew gum in the school building. Chewing gum in class is a deliberate action. There will be a \$3.00 fine each time a student is found chewing gum during the school day. The fine is due the following school day. This money will be dispersed at the discretion of the principal.

## ***ELEVATOR***

Students may use the elevator only with permission from a teacher or staff member.

## ***WEAPONS***

Unlawful possession of a weapon on school property in Kentucky is a felony, punishable by a maximum of five years in prison and a \$10,000.00 fine.

## ***DRESS CODE***

**Schoolbelles**  
**513-921-3417**  
**859-581-3111**  
**[www.schoolbelles.com](http://www.schoolbelles.com)**

All students should be in the proper school uniform daily. Complete cooperation is expected. If a student cannot comply with the dress code, a written explanation is required from the parent. Uniforms should be clean, neat and well cared for.

### Jumper

Girls in kindergarten through the fifth grade wear the standard plaid jumper available through Schoolbelles.

### Skirt

Girls in grades six, seven and eight wear the plaid uniform skirt. Skirts must be zipped and buttoned and no more than three inches above the bottom of the knee cap. The skirts may not be rolled at the waist.

### Slacks

Boys and girls wear navy blue uniform slacks. No jeans, Levi's, corduroy, contrasting top stitching, monograms, labels, or low side pockets are permitted. Slacks may not be rolled up at the cuff or tucked into socks or shoes.

### Shorts

Boys and girls may wear navy blue uniform shorts. Cut off slacks may not be worn. Girls may wear the school skirts provided by Schoolbelles in place of school uniform shorts if they wish.

### Belts

A navy blue, black, or brown belt must be worn with shorts and slacks if there are belt loops.

### Shirts/Blouses

Girls may wear short sleeve, white knit shirts with the shorts or slacks. The blouse or banded white knit shirt is to be worn with the jumper or skirt. Blouses are to be all white, plain, long or short sleeves, with a round, pointed, or buttoned-down collar. All blouses or shirts must have a collar and be tucked into the shorts or slacks unless they are the uniform banded shirts. Blouses and shirts may not have monograms or labels. Colored t-shirts under the blouse or shirt

are not permitted. A white turtleneck shirt may be worn with the uniform jumper **under** the Saint Agnes sweatshirt. Turtleneck shirts should not be worn under the uniform blouse.

Boys may wear light blue or white, long or short sleeve knit shirts, or dress shirts. All shirts must have collars and be tucked into the shorts or slacks. Colored t-shirts may not be worn under the shirt. A white turtleneck shirt may be worn **under** the Saint Agnes sweatshirt.

### Sweaters

All students may wear navy blue knit cardigans, pullover vests, or sweaters. These must be plain with no contrasting trim, no monograms or labels and no hoods. Velour is not permitted.

### Sweatshirts

Only the Saint Agnes **uniform** sweatshirt may be worn as an alternative to the navy blue sweater in the classrooms. Spirit wear sweatshirts are not part of the uniform.

### Socks

All students must wear socks. Students may wear solid white socks (no lace, logo, or trim.) Short athletic socks are not permitted. White or navy tights or thin leggings may be worn in the cooler months. Students may not wear knit pants under their uniform during the school day.

### Shoes

Sturdy, flat-heeled dress shoes or gym shoes are to be worn by all students. Shoes should fit well and have enclosed toes and backs. Shoes with laces must be tied. Boots may be worn to and from school in inclement weather. They are not to be worn in the classroom. Shoes may not have distracting features, such as lights, wheels, etc. Students may not wear flip-flop type shoes.

### Jewelry

Visible body piercing, except the ear lobe, and visible tattoos, are prohibited at school. Only one non-alarm watch, ring, and thin necklace may be worn. Girls' earrings must be posts or small hoops. No large or dangling earrings are permitted. Boys may not wear earrings to school. Make-up is not permitted. Only clear nail polish may be worn by girls.

### Hair

Students must keep their hair neat and clean and cut above the eyebrows. Distracting fad haircuts, colors or styles that cover the eyes, hang on the neck, or are shaved with symbols are not permitted. Boys may not have hair that hangs on the neck. The principal will determine an acceptable hairstyle.

## ***OUT- OF- UNIFORM DAYS***

There are designated occasions during the school year when students are not required to wear their school uniform. Clothes that are appropriate for school may be worn. Generally students will be permitted to wear clean and pressed clothes with no offensive or inappropriate sayings or pictures. Inappropriate dress, including shorts that are too short or tight fitting, will result in students either calling home for other clothes or wearing used uniforms available in the office. Students may not dye their hair or wear face paint or glitter on these days. The principal has final discretion on what is considered appropriate clothes for school on out-of-uniform days.

Most out-of-uniform days will be gym uniform days.

### ***PHYSICAL EDUCATION UNIFORM***

The gym uniform is purchased from the school office and is worn on the student's gym day. The uniform consists of shorts, sweatpants, and the gym T-shirt. Only gym uniforms may be worn to gym class. Gym shoes must be worn.

### ***PARTIES***

Student birthday treats may be brought to school in kindergarten through fourth grade with prior approval from the teacher. These treats should be simple and easy to distribute. Balloons, flowers and other such items should not be brought or sent to school. Distribution of party invitations in school is not permitted at school or through "kid-mail."

Room parents will help the teachers with parties in kindergarten through fourth grade and treats in grades five through eight on the occasions of Halloween and Valentine's Day. Room parents should contact teachers for arrangements.

### ***SCHOOL PICTURES***

School pictures are taken early in the school year. Information on cost and choice of packages will be sent home before the pictures are taken. Group pictures are also taken at First Communion and graduation. A school yearbook is also available. Parents are under no obligation to purchase these pictures.

### ***SEARCH AND SEIZURE***

Desks, lockers, textbooks, etc., are the property of Saint Agnes School and may be periodically checked by the teachers or the principal. A student's personal property can be searched based on reasonable suspicion or cause by the principal.

### ***STUDENT RECORDS***

The Saint Agnes School maintains all student records. These records reflect your child's educational experience as well as a useful planning tool for the future. Provisions of the Family Education Rights and Privacy Act of 1974 control access to this information. The release of student record information beyond educational purposes of the school can only be done with the consent of the parent or legal guardian. After a parent has signed the Release of Records form, Saint Agnes School will forward educational records to the school in which a student has requested admission.

## ***STUDENT SUPPORT SERVICES***

### Guidance

The guidance program is contracted through the Catholic Social Services Bureau of Northern Kentucky. The guidance counselor will offer individual counseling that enables students to better understand self, peer pressures, differences in families, and good decision-making. The guidance counselor also will periodically offer group activities at various grade levels.

### Resource Teacher/Special Education Coordinator

Saint Agnes School has a part-time resource teacher on the faculty. Students who are experiencing difficulties with curriculum, study skills, or general areas of learning may be helped by attending classes in the resource room. If you have questions about your child's learning patterns, learning styles, or other concerns, contact the teacher or principal.

Saint Agnes has a part-time special education teacher on the faculty. She will be a resource for parents and teachers to help students with special learning issues.

### Speech and Educational Testing

The Kenton County School District offers speech therapy and an educational evaluation for those students who have a need. Parents, teachers, or the principal may refer a child for these services. Saint Agnes children will be accepted into these programs according to the same criteria as those children attending the Kenton County Schools.

## ***BOOKS AND SUPPLIES***

Students in grades one through eight will receive an assignment notebook as a means to record assignments and stay organized. All hardbound books are rented from the school and **should be covered at all times**. Parents are financially responsible for any damage and/or loss of books. Students are encouraged to carry books in a waterproof book bag. Lockers are provided for students in grades seven and eight. These lockers are the property of the school and can be searched randomly at the principal's discretion.

## ***EMERGENCY DRILLS***

Fire, tornado, earthquake, and crisis drills are conducted regularly. Detailed plans for all crises and/or emergencies are provided for each teacher in the classroom safety packet. The teachers will make sure that the students understand what to do for each drill. Adults in the school building at the time of a drill are to participate in the drills. If an actual emergency should arise during the school day, parents will be notified and given further instructions. It is of utmost importance that parents cooperate with the safety procedures designed for each emergency as stated in the Crisis Intervention Handbook for Saint Agnes School.

## ***SAFETY***

For the safety of our school community, all school doors are locked. Entrance to our school should be through the front door only. Security cameras monitor activities throughout the school building.

## ***HEALTH***

Before entering kindergarten, the state requires that each student present a medical form from a physician and a valid Kentucky Immunization form. A child entering our school from another school must have medical records forwarded from the previous school. In accordance with Kentucky law, students without proper immunizations will not be permitted to attend class. Students entering the sixth grade will also need an updated immunization information.

## ***MEDICATIONS***

Prescription medicines and over-the-counter medications (such Tylenol, cough syrup, cough drops, etc.) may not be dispensed by school personnel without detailed guidelines being followed. There is a form available from the office that must be completed by parents. All medication is taken in the office. No medicine may be carried by the student while on the school grounds with the exception of an asthma inhaler, if necessary. School personnel must follow the following guidelines:

- written permission of parent/guardian for distribution of medicine
- medication must be labeled with:
  - Student name,
  - Name of medicine,
  - Dosage,
  - Time medication is to be given.

## ***EMERGENCY INFORMATION***

In case of accident or illness during school, it is important for parents to keep the office informed of where they can be reached during the day. An emergency information card will be sent home during the first weeks of school to be completed by the parent/guardian. Please notify the office of any changes during the school year so that our emergency information remains current.

## ***ILLNESS***

If a child is running a temperature or is ill in the morning, please do not send the child to school. If a student becomes ill during school hours, the office will contact the parents or guardian stated on the emergency card. In the event that the parent/guardian can't be reached, we will call the next person listed on the student's emergency card. Persons appointed by the parents to pick up a student must be properly identified to the satisfaction of the school office personnel.

Accidents on the school premises will be reported promptly to the school office. In serious cases, an accident report will be filled out and placed on file, and the student's parents will be notified.

### ***LOST AND FOUND***

All items lost or found should be turned into the school office. Lost items are placed in a container located on the first floor of the school. Lost or found articles that are unclaimed will be donated to a community service program. Your child's name should be placed on all the personal items at school.

### ***LUNCH***

Saint Agnes School cafeteria participates in the U. S. Government School Lunch and Milk Program that is administered locally by the Diocesan Education Office. Students have the choice of a hot lunch or salad bar lunch with milk, juice or water for \$2.00 per day on a pre-paid account. If your child brings a lunch, milk, juice, or water may be purchased. Extra food may be purchased at a minimal cost, if the student's lunchroom account balance is current. Free or reduced lunches are available for students who qualify per written federal guidelines. If your child is eligible, please complete the application and return it promptly to the diocesan office. Menus are published monthly. Soft drinks, fast food, and glass containers are not permitted in the cafeteria during the lunch period.

### ***TELEPHONE***

Students must obtain permission from a staff member before using the phone during the school day. Calling home for any of the following reasons during the school day is ordinarily not permitted:

- forgotten items such as homework, uniforms, projects, etc;
- to seek parental permission to go home with another student;  
(Please make these arrangements at home before coming to school and send a note to notify the teacher.)
- to remind a parent of a meeting or extra-curricular activity.

We will always allow your child to call in an emergency or serious situation.

### ***TRANSPORTATION***

#### **School Bus**

Saint Agnes School owns two school buses. The fee to ride the bus is \$.50 per trip or a bus pass for \$10.00 for 20 rides. All students, while being transported on the school bus, shall be under the supervision, control, and direction of the school bus driver and shall be subject to the discipline of the school bus driver and principal.

#### **Kindergarten**

Morning kindergarten class may ride the school bus from home to school. Parents should make arrangements to pick up morning kindergarten students at 10:55 a.m. Children in the afternoon kindergarten class may ride the bus home at the end of the school day.

## Bus Procedure

Students who ride the first bus trip in the afternoon will wait in their classrooms until the bus is announced and then proceed calmly to the bus area.

Students who ride the second bus trip in the afternoon will go to the cafeteria until their bus is called. A teacher is assigned to be with the bus group at all times. Students may not leave the premises without permission.

## Car Riders

Parents who provide car transportation must exercise extreme caution during the arrival and dismissal of the students. Please respect the traffic pattern. Be alert to the crossing guards and walking children. Car riders should be picked up in the care line that forms on Mulloy Drive. For safety reasons, car riders should not be picked up in any other location. If car riders are not picked up at dismissal, they will wait in the cafeteria with bus students until the second bus leaves. Remaining students will be taken to the school office. If late pickup becomes a problem, parents must make arrangements for afterschool supervision.

## ***USE OF SCHOOL FACILITY***

Students are not permitted on the school grounds at any time without adult supervision. Students will not be permitted to wait in the hallways of school for sports or play practice, late car rides, music lessons, etc., without adult supervision. Saint Agnes School is not responsible for supervision of students in any of these circumstances.

## ***VISITOR / PARENT REGISTRATION***

All visitors/parents entering our school are required to stop at the school office, sign in and out, and receive a visitor badge. Compliance with this rule will minimize classroom disruption and facilitate security in our school. The principal will authorize any classroom or lunchroom visits.

## ***WITHDRAWALS***

Students leaving Saint Agnes School for any reason should notify the school office at least two days before the student leaves. A request for records from the new school must be sent to Saint Agnes School before any records regarding the individual student will be released. Tuition and fees must be up-to-date at Saint Agnes School before student records will be released.

## ***STUDENT OPPORTUNITIES***

### After School Program

Children Inc., an independent childcare company, provides an after school program for students in kindergarten through grade five for a fee. The program is held in the cafeteria and is supervised by personnel from Children, Inc. from 2:45 to 6:00 p.m. Parents may enroll their student(s) by calling 431-2075. Children, Inc. does not offer this service on days when school is not in session. When school has early dismissal, the service will notify parents of their schedule.

### Academic Competition

Throughout the school year there are many opportunities for students in all grade levels to participate in various academic and artistic contests and/or competitions. Older students may participate in the Governor's Cup Program, Math Counts, and other academic competitions. Students in grades seven and eight can compete in the Diocesan Academic Competition and various essay contests. Some participation is optional. Some may be required as part of the curriculum.

### Athletics

The extra-curricular sports program for the school is sponsored by the Saint Agnes Boosters. They provide the opportunity for our students to participate in various sport programs throughout the school year. The Boosters meet monthly and coordinate team formation, recruit volunteer coaches, schedule practice times, administer concessions, and distribute and collect team equipment and uniforms. The Boosters are always looking for parent helpers.

### Music Lessons

Individual and/or group lessons in guitar and piano may be offered after school for a fee. Information about these classes is sent home at the beginning of the school year.

### Student Council

The Student Council is comprised of student representatives from grades six, seven and eight and is under the direction of a faculty member.

### Liturgical Committee

Older students may be members of the liturgical committee of the school. They help with liturgies and various para-liturgies throughout the school year.

### Children's Choir

Students in grades six through eight may be members of the student chorus. Practices are once a week after school. A parish children's choir, under the direction of Bobby Fisher, is also offered weekly.

### Scouts

Daisies, Brownies, Girl Scouts, Cub Scouts, and Boy Scouts are available. Volunteer parents are leaders. Information will be sent home at the beginning of school.

## Servers

Boys and girls in grades five through eight may serve at parish and school masses. Fifth grade students who are interested, will be trained in the spring. During the seventh grade year, students who have been faithful serving at parish liturgies, will be recognized with the Diocesan Servers Award.

## ***PARENT OPPORTUNITIES***

The Saint Agnes Parent Teacher Organization (PTO) is an active and integral part of our school community. The PTO is an active organization of parent volunteers providing a variety of essential activities that support our students, teachers, parents, and school facility. Family dues collected with book fees enable all school families to participate. PTO meeting dates will be announced at the beginning of the school year. All parents are encouraged to get involved in this lifeline of our school. PTO committees provide specific needs for our school.

## Communications

The Communications Committee works with the school office staff to provide a student directory of names, addresses, phone numbers, and homerooms for every student in the school. This is available shortly after the school year begins.

## Fundraising Committee

The Fundraising Committee organizes and implements our annual fundraising efforts, some of which are, the Magazine Drive, Wildcat Bash, Market Day, Product Surveys, Eat Out Nights, and our annual silent auction.

## Health Concerns Committee

Health screenings are provided for all Saint Agnes School students. Vision is tested in grades one, three, five, and seven. Hearing is tested in kindergarten, first, second, and third grades. Scoliosis screening is provided in grades five, six, seven, and eight. This committee also does the updating and record keeping for these screenings, in addition to the updating and record keeping for the immunization requirements of the State of Kentucky.

## Room Parents Committee

Each homeroom teacher has parents who are called upon by the teacher to organize and assist with various activities for the class.

## Social Committee

The Social Committee is responsible for coordinating receptions for PTO, Grandparents' Day, Catholic Schools Week, Reconciliation (hosted by third grade), Confirmation (hosted by sixth grade), Graduation (hosted by seventh grade), and dinner for faculty for various teacher meetings.

## Welcoming Committee

The Welcoming Committee works with the principal in the orientation of new school families to our school. This committee also assists the office staff with new student registration.

## ***BOARD OF EDUCATION***

The Board of Education is comprised of members of the parish who were nominated and selected from the parish community. The board is an advisory committee to the pastor, principal, and for administrators of our CCD program, pre-school religion, and adult education programs. The board makes policies and supports these parish programs. Meetings are generally the second Tuesday of the month, held at 7:00 p.m. in the school media center. The meetings are open for anyone to attend. Anyone wishing to have an item considered for the board agenda must submit the issue in writing and give it to a member of the Executive committee of the board at least one week before the meeting. The Executive Committee will decide the agenda items for each meeting.

## ***VOLUNTEERS***

The Saint Agnes School Community is grateful to and recognizes the contributions of many volunteers who make our school a great place to learn and grow. Saint Agnes parents respond often and generously, and their interest makes Saint Agnes School a very special place. In order to serve as a volunteer for any school or parish group, the adult must be in compliance with *VIRTUS* and the diocesan and parish safe environment policies. Information concerning *VIRTUS* can be found on the school website or by calling the rectory of school office.

## ***SERVICE HOURS***

The Board of Education has recommended that every family contribute twenty (20) hours of service to the school or parish to promote unity within our community and to help cut down costs for Saint Agnes School and Parish. For details about the Service Hour Program and suggestions for activities, check the Saint Agnes School website.

## ***RIGHT TO AMEND***

Statements in this handbook are subject to amendment with or without notice. The school will make every attempt to keep you informed of all changes as soon as it is practical; however, some changes might be necessary immediately due to unforeseen circumstances. The administration reserves the right to carry out disciplinary measures for any offense or misconduct related to the school, even though not mentioned specifically in the published rules and regulations.