



MISSION STATEMENT

Saint Agnes Catholic School is an elementary program offering solid high school academic readiness for boys and girls in preschool through grade eight. Our students are prepared to meet challenges through a comprehensive education that fosters academic excellence, nurtures spiritual growth and promotes social responsibility within a diverse community.

Grounded in the Catholic tradition instilled by the Sisters of Saint Francis, Saint Agnes encourages each child to strive for personal enrichment while growing in knowledge and faith.

PHILOSOPHY OF EDUCATION

The educational experience at Saint Agnes Catholic School is guided by the following principles:

- Saint Agnes fosters loyalty to the Church, family and community by strengthening the moral and spiritual values instilled at home
- Saint Agnes provides a challenging curriculum that incorporates innovative teaching strategies and evolving technology.
- Saint Agnes promotes a Christ-like atmosphere where our students are guided through religious instruction and service to recognize each person as a unique child of God.

SAINT AGNES CATHOLIC SCHOOL

Pastor - Rev. John Siemianowski
Associate Pastor ó Rev. Tom Kasputis
Principal ó Matt Lungaro
School Secretary ó Karen Hamilton

School Office 756-2333
School Fax Number 709-2693
Parish Office 709-2694
School Website: www.saintagnes.us

PARENT AND STUDENT HANDBOOK

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ACADEMICS

Daily Schedule

The daily school schedule is as follows:

6:30	Before School Care begins
7:45	Before Care ends
8:00	School begins: Morning Assembly in Isaiah Hall
10:40	Lunch/Recess Grades PK-4
11:30	Lunch/recess Grades 5-8
3:00	Dismissal
3:10	Car riders without transportation go to After School Care
6:00	After School Care ends

Homework

Homework is assigned as a means to help students review, drill, comprehend and enrich subject matter taught in the classroom. The average time for homework in each grade is as follows:

- Grades 1-2 30 minutes
- Grades 3-4 45 minutes
- Grades 5-6 60 minutes
- Grades 7-8 90 minutes

Ordinarily homework is not assigned over the weekend. If your child has to spend more than the required time on homework, check with the teacher.

Testing Program

Students in grades 3-8 take the ACT/Aspire tests each spring. These results are shared with the individual student's parents.

Textbooks

All textbooks are approved by the Archdiocese of Chicago and the Illinois Department of Education. Teachers assist in choosing the textbooks for the school. Every attempt is made to keep our textbooks as up to date as possible. All hardcover textbooks must have a book cover.

Grading Procedure

The grading system for grades 1-8 is explained on the report cards and is set by the Archdiocese of Chicago.

- 93% - 100% A excellent
- 85% - 92% B good
- 77% - 84% C average
- 70% - 76% D below average
- 69% or below F failing

Kindergarten grades are indicated by achievement symbols.

Report Cards

Report cards are issued after each trimester (approximately 12 weeks). The report card envelope with the parent's signature on it must be returned to school within three days to indicate that the parent saw the report card.

Progress Reports

Progress reports informing the parents of their child's grades are distributed midway through the trimester. Parents sign the progress report and return to the homeroom teacher within three days.

Retention/Probation/Promotion

The decision to retain a student shall be made only if there has been adequate evaluation and documentation, which indicate that the student would most likely profit from retention.

The decision to retain a student shall be a cooperative one made by parents, teacher, and administrator. Ordinarily, parents shall be notified of the possibility of retention no later than midyear. Parents have the final decision.

If a student is to be retained, the school shall provide a special program to ensure growth and progress. Retention should be used rarely above the primary grades.

If a parent wishes their child to continue to the next grade against the advice of the professional staff, then the parents are required to sign a statement to this effect.

Graduation

Students shall be issued a diploma upon completion of the school's academic requirements. One of the requirements for graduation is that each student shall receive a passing grade on an examination covering the Constitutions of the United States and the State of Illinois.

If an eighth grade student does not fulfill his/her academic requirements but continues on with the class, then his/her diploma will indicate only fulfillment of the required attendance.

Records - Family Educational Rights and Privacy Act

Parents and students have the right of access to their records and the right to request that statements be changed or deleted if appropriate. If a parent or a student wishes to view a record, a 24 hour notice is required in writing. The school may refuse to change or delete records. Statements made by parents will be included in the record.

Non-Custodial Parent

In the absence of a court order to the contrary, the school will provide the non-custodial parent access to the academic records and other related information regarding the child.

ADMISSIONS

Non Discrimination

Archdiocesan schools admit students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students in these schools. Archdiocesan schools do not discriminate on the basis of gender, race, color, or national and ethnic origin in administration of policies, loan programs, athletic or other school-administered programs.

Catholic Faith

Saint Agnes is a Roman Catholic School. The Catholic religion taught is considered a specialized subject. Moreover, the religious values held by the Church permeate the total curriculum. Saint Agnes Catholic School does admit students who are not Catholic with the understanding that they participate in Catholic religious instruction. Participation in school activities, related to the Catholic identity of the school is also required.

New Students

Kindergartners must be five years of age by September 1st. First graders must be six years of age by September 1st. **NO EXCEPTION** will be made to the age requirements. For admission of a kindergartner and any new students, the parent should present the following:

1. Birth certificate. An original or certified copy must be presented at registration. The school will make a copy of the document and return the original.
2. Baptismal record (if applicable)
3. Record of compliance with the health code

4. Insure the transfer of records from the previous school (if applicable)
5. Illinois State law requiring Kindergarten students to be 5 on or before September 1 of the current school year will be followed. As a result, preschool students who have their fifth birthday after September 1 will be required to spend an additional year in preschool.

Order of Acceptance

Should there be more applicants for any class than there are vacancies, applications will be accepted in the following order:

- Children of Saint Agnes Parish
 - Children from families with students already enrolled
 - Children now reaching school age from families that have been parishioners of Saint Agnes Parish for at least one school year.
 - Newly registered families in Saint Agnes Parish
- Transfer students from other Catholic schools or
 - From schools that are merging, consolidating, or closing
 - From schools not offering full programs or parishes with no school
- Children of non-Catholics
 - Children from non-Catholic families already enrolled
 - Children now reaching school age
- Transfer students from public schools
 - New students requesting enrollment in junior high may be accepted at the discretion of the principal.
 - Acceptance will be based on a personal interview with the principal, student, and parents and a review of the transcripts.

Admission Testing and Interview

Prior to the admittance of a child to any grade at Saint Agnes Catholic School, the administration may test the student in any subject area. Test results may be used to place a child in the proper grade level and may determine acceptance or non-acceptance at Saint Agnes Catholic School.

All new students are considered to be on a one year academic and behavior probation. Students who do not meet our standards of behavior or do not cooperate academically will be asked to leave Saint Agnes Catholic School.

Transfer

For admission of transfer students, parents shall complete the proper transfer form and/or provide some appropriate notification from the school previously attended.

Class Size

Regular class size in grades one through eight shall ordinarily be limited to a maximum of thirty students. In the event that we have enough children to fill two rooms per grade level, each room will be limited to a total of 25 students.

AMENDMENTS TO THE HANDBOOK

Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.

ATHLETICS

Athletic Mission Statement

The Saint Agnes Athletic Program provides a competitive sports program as an extension of the Saint Agnes School academic program. Participants will learn the fundamentals of each sport and be given the opportunity to develop strong, healthy, and disciplined minds and bodies. Participants will also develop a sense of good sportsmanship, fair play, and team spirit.

Responsibility for the Athletic Program

Since school-sponsored athletic programs are an extension of the school and its curriculum, these programs are subject to the authority of the pastor by virtue of his office, the principal, and any pertinent policies of the local School Advisory Committee.

A parish-sponsored program is one that welcomes all children of parishioners whether they attend the parish school or not. The responsibility to organize and manage the athletic program is delegated to an Athletic Board or an Athletic Director. The pastor and principal retain the primary authority over the Athletic Program in the school.

More information regarding this topic can be found in the Athletic Handbook on the school website.

ATTENDANCE

Daily school attendance is compulsory in the State of Illinois for children aged 6 ó 16 years of age. The responsibility for compliance with the law belongs to the parent(s)/guardian(s) of the child. The school is responsible for keeping an accurate record of each student's daily attendance. The attendance record is placed in the student's permanent file each school year.

Calendar

A copy of the yearly calendar is sent home in July before the school year begins. Any changes that have to be made during the school year will be made known through the weekly bulletin.

Absence

A child who is not in their classroom by 8:10 AM is marked absent. On the day of the child's absence the parent must call the school office before 8:30AM and leave a message on the answering machine (756-2333). When calling, be sure to let us know the nature of your child's illness. If we have a large number of students with the same symptoms, by directive, we must report that to the Board of Health. Upon the child's return to school, a written note stating the reason for the absence and the days absent is given to the homeroom teacher.

Tardy

If a child is not seated at 8:10 AM he/she will be marked tardy. Continuous tardiness causes disruptions for the teacher and class and may be a cause for disciplinary action.

Medical Appointments

The student must bring a note regarding the reason and time of the appointment to the teacher. The teacher will forward this information to the office. The parent signs a release form at the office and the student will be called down to the office. It is best to have the student prepared to leave and stay in

the classroom until the parent arrives. Students who leave school for appointments for three hours are marked absent a half-day. Students must report to the school office upon returning to school.

Vacation

Parents planning a vacation, which requires a child's absence from school, should discuss the matter with the principal and teacher well in advance of the vacation. Make-up work is to be directed by the teacher. The office requests a written note before the planned absence.

Students on vacation will be given any missing assignments upon his/her return. The teacher will insure that a sufficient amount of time is allotted for the work to be completed. If a student is finding it difficult to "catch up," the student's parent is encouraged to contact his/her child's teacher and make arrangements for a time extension.

BULLYING

Bullying is contrary to Gospel values and has no place in the Catholic school. Intimidation or disrespect of any person is unacceptable in the Catholic school community. Bullying is an intentional, repeated, hurtful act (physical, verbal, emotional, or sexual) committed by one or more persons toward another person or persons. Bullying actions in any form, including use of the internet and other electronic communication devices, are unacceptable in the school community.

CHILD ABUSE—REPORTING ALLEGATIONS/SUSPICIONS

The Archdiocese of Chicago shall follow the Illinois Abused and Neglected Child Reporting Act and Archdiocesan procedures when allegations and/or suspicions of child abuse are made.

COMMUNICATION

Newsletters

Principal weekly bulletins ("Blue Note") are sent home with students every Thursday. They are designed to keep you informed of the latest school news and activities.

Parent/Teacher Meetings

Parents and teachers are encouraged to contact each other if a concern arises. Appointments are to be made in advance either in writing or by phone. Teacher may only have a conference when not supervising students. Parents may call the school office and leave a message for the teacher to contact them. It is expected that the child accompany his/her parent at these conferences. This allows both the teacher and parent to work with the child to help develop an educational plan for the child.

Parent/Principal Meetings

In keeping with the Catholic Church's principle of subsidiarity, problems are to be solved at the lowest level whenever possible. If a parent has a complaint about a teacher, the parent should discuss the difficulty first with the teacher. A parent may request that the principal be present at the conference. Conferences are scheduled by appointment.

Visits to Classrooms

If parents wish to observe in the classrooms, they are welcome. However, appointments must be made. The request is made to the principal and teacher. All parents must check in at the office and receive a visitor's pass before proceeding to the classroom.

Telephone

The telephone in the school office is for school business use only. Telephone usage by students will be at the discretion of the office personnel.

DISCIPLINE

Self-Discipline

In guiding the child's growth in Christian attitudes, it is better to emphasize the positive than the negative. The essence of Christian discipline is self-discipline. The child will be guided in choosing one form of behavior over another and accept the consequences of the behavior.

Rules

Each teacher will discuss with her class the discipline code along with the rewards and consequences at the beginning of the school year. Parents will receive a copy of our discipline code. The parents are asked to discuss this discipline code with their child and post the copy in the home. General discipline policies, which apply to the entire school, are noted below.

Serious Offenses

In other incidents of serious or chronic misbehavior, suspension or expulsion may be employed. Each case will be handled individually according to the nature and seriousness of the violation. Parents will be contacted. Some offenses may be but are not limited to:

- Truancy from school
- Physically harming another student
- Fighting
- Continuous harassment
- Chronic disrespect toward authority
- Smoking on school grounds (possession of cigarettes or matches)
- Possession of drugs or alcohol
- Possession of dangerous weapons
- Stealing, lying, cheating, forgery
- Damage to school property

Some offenses may require participation in counseling or a treatment program.

Discipline Definitions

Suspension is employed to correct a student who does not respond to regular corrections or has been part of a serious incident or infraction.

In-School Suspension: In-school suspension requires that a student remain in school doing the required schoolwork but out of the classroom setting. The parent will be notified by phone or in writing prior to the in-school suspension. The principal will determine the length of the suspension. After the second in-school suspension the student may be expelled from Saint Agnes School.

Out-of-School Suspension: Out-of-school suspension shall not exceed one week except in unusual cases. The parents will be notified of the suspension and a parent conference will be scheduled in the hopes of finding a solution to the problem. The pastor and principal make the final decision whether the child may remain in school. The decision will be put in writing to the parents.

Expulsion: In extreme cases a student may be expelled from school for the good of the student and the rest of the student body. The parent will be notified and a conference will be arranged. The school will cooperate with the parents in making arrangements for further education of the student. It is hoped that an environment suitable for the child and his/her particular difficulties may be found.

Cell Phone and Handheld Communication Devices Policy

Cell phones and other handheld communication devices are not permitted at Saint Agnes Catholic School. Students may not bring a cell phone or any handheld communication device to school on their person nor store one in their locker, backpack, pencil case, purse etc. If a student violates the policy, the following disciplinary code will be enforced:

1. First offense will result in a \$75 penalty and confiscation of the cell phone or handheld communication device. The equipment will remain in our possession until payment is received.
2. Second offense will result in a one day out-of-school suspension and confiscation of the cell phone or handheld communication device. The equipment will remain in our possession until the suspension has been served.
3. Third offense will result in a two day out-of-school suspension with the possibility of expulsion. The equipment will be confiscated and remain in our possession until the suspension has been served.

Pregnancy

If a student is becoming a parent, it will be determined what the most appropriate course of action is for the student and the school. The medical, psychological, spiritual, and educational well-being of the boy/girl shall always be a major consideration as well as the life of the unborn.

Sexual Harassment

Sexual harassment by an employee of Saint Agnes School or by one student of another is unacceptable conduct. Employees or students who engage in any type of sexual harassment will be subject to appropriate discipline, including suspension and /or dismissal.

Retaliation in any form against an employee or student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for disciplinary action.

Any employee or student, who knowingly makes false charges against an employee or a student in an attempt to demean, harass, abuse, or embarrass that individual, shall be subject to the sanctions for misconduct set forth above.

Procedure: The school will determine the facts regarding all allegations of sexual harassment in as prompt and confidential a manner as possible and will take appropriate corrective action.

EMERGENCIES

Emergency Closings

Families whose phone numbers are current will receive a call notifying you of a school closure. It is the individual parents' responsibility to check the radio or television for school status. 720 AM or 780 AM radio stations or Channels 2, 5, 7, 9, FOX, or CLTV will carry school closing info. You can also

go to www.emergencyclosingcenter.com and search by typing in our school name. You can receive an email notification by going to the aforementioned website and signing up for this free service. Or you can call the Emergency Closing Center at (847) 238-1234. When the weather reports look menacing, please be vigilant to a possible school closing.

Alternative Learning Days

An Alternative Learning Day is a day of independent learning, including online instruction, that takes place away from the physical school building when school is cancelled due to inclement weather or other unexpected closures. When an Alternative Learning Day has been announced, it fulfills the requirements for school to be in session that day. It also helps our school to provide a consistent and rigorous education for our students.

The following plan will go into effect in the case of an emergency school closing.

- The school community will be notified via the School Messenger system regularly used for parent communication.
- Students will be assigned learning tasks by their individual teacher. These tasks will be posted on the teacher's website, which can be accessed through the school website: saintagnes.us/index.php/school, by 9:00 a.m. on the morning of the Alternative Learning Day. When possible, the teacher will inform students of these assignments, or the possibility of them, prior to the Alternative Learning Day.
- It is intended that the student would complete this school work on the day it has been assigned. In order to facilitate this completion, teachers will be available via email to answer questions for students on these days until 3:00 p.m. If the teacher regularly uses another form of communication with parents (ex., ClassDojo, MobyMax), she will be available via that platform.
- Students shall make every effort to complete assignments and turn them in on the following day. Parents/guardians should remind their child to communicate with the teacher on the following day if they struggle with a concept or assignment.
- Internet access will be required minimally for viewing assignments. Some tasks will require the use of specific websites or applications. If families do not have access to a computer or another device, parents should send a note to the teacher at the beginning of the school year explaining these limitations. If such a letter is on file, students have one week to turn in assignments given on an Alternative Learning Day. They may make arrangements with their teacher to complete the assignment before or after school on subsequent days.
- When assignments require textbooks, worksheets, or other printed materials, teachers must inform students of the need for these items prior to the end of the school day before the Alternative Learning Day takes place. Students should ensure that these items are brought home with them in order to complete their work.
- Students will be expected to perform work in at least 4 subject areas, including religion. It is understood that it will take varying lengths of time for students to complete assignments. Classroom teachers will familiarize students with how to view/access assignments, the types of assignments they may receive, and the platforms on which these assignments may be completed, by the end of September.

- If students had homework or other projects assigned prior to the Alternative Learning Day taking place, those assignments should still be completed. They will remain due when the student returns to school or on the previously assigned due date, unless otherwise notified by the teacher.

Fire

As required by State Policy, fire drills are conducted three to ten times during the school year.

Bomb Threat

In case of a need to evacuate the building, Saint Agnes Catholic School will follow the same procedure as for a fire drill. If a telephoned or written bomb threat is received, the building shall be vacated immediately and the police department notified.

Tornado

Tornado drills are conducted periodically. Teachers guide the students to safe areas within the school.

FIELD TRIPS

Educational Trips

Teachers are encouraged to investigate the learning opportunities offered by the local area and to make arrangements for visits to places within the reasonable radius of the school. Field trips are privileges afforded to students. Students may be denied participation if they fail to meet academic or behavioral requirements.

Permission Form

Parents are notified of the trip by letter. Written permission using the proper form is required otherwise the student will not be allowed to participate in the field trip. The student will bring home the form. A telephone call or a letter will not be accepted in lieu of the proper form.

Participation

It is the right of the parent to refuse participation in a field trip. However, since teachers and adult supervisors accompany the students, if a parent refuses to let the child participate, the parent may be required to provide supervision for the child at home. If the child's non-attendance on a field trip is brought about by a school decision, the school will provide the supervision in another teacher's room.

FINANCES

Accounting System

Saint Agnes Catholic School will follow the uniform accounting system prescribed by the Archdiocese of Chicago for all financial transactions.

Registration Fee

A registration fee of \$150.00 is charged per family. This amount is not credited to tuition.

Financial Statements

Financial statements of school income and operational costs will be issued monthly to the pastor, finance committee, principal, and School Advisory Committee president. The pastor reserves the right to present a verbal or written report.

Tuition and Fees

Our tuition rates include the vast majority of fees such as books, etc. There is a separate sacramental fee charged in grade 2 (for First Eucharist and First Reconciliation) and grade 8 (for Confirmation).

Families who pay their entire tuition before August 15 of the current fiscal year will receive a 5% discount.

Parishioner/Non-Parishioner Status

Parishioners: Families who are active members of Saint Agnes Parish are subsidized by the parish. The Pastor will verify that the families are active parishioners.

An active parishioner is one who attends Sunday or Saturday evening Mass weekly, makes contributions to the parish church, and supports parish activities. Tithing is at the discretion of the individual family. We ask that you please use the church envelopes. If you have no envelopes then you are not a registered parishioner. Please call the parish office for church envelopes. Inactive parishioners pay non-parishioner rate.

Non Parishioner: Any Catholic student whose family is not registered at Saint Agnes Parish and any non-Catholic student may be admitted to Saint Agnes Catholic School in accordance with our admission guidelines with the understanding that they will pay the non-parishioner tuition fee.

FORMS

To access the school forms, please visit our website at www.saintagnes.us to find them.

GANG ACTIVITY

Gang-related activities are contrary to Catholic Social Teaching and have no place in the Catholic school. Intimidation and/or disrespect of any person are unacceptable. Gang activity may result in probation, suspension, and/or expulsion. The principal has the authority and responsibility to investigate and report suspected gang activity to the local law enforcement.

HARASSMENT

The Pastor, administration, and staff of Saint Agnes Catholic School believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

HEALTH REQUIREMENTS

All children in Illinois shall present proof of having had a health examination and received such immunizations against preventable communicable diseases as required by the Department of Public Health. These records are to be presented to the school before the first day of school.

If a child is not in compliance with the health and immunizations requirements by the first day of school, the principal shall exclude the child from school until the child presents proof of having had the health examination and presents proof of having received required immunizations.

Health Examinations and Proof of Immunization

All children in Illinois shall have a health examination as follows:

- Immediately prior to or upon entrance into any public, private, or parochial pre-school or transferring from outside of the State of Illinois
- Prior to entering kindergarten or the first grade
- Upon entering sixth and ninth grades.

Dental Examinations

All children in kindergarten and the second and sixth grades shall have a dental examination by a licensed dentist. Parents/guardians are to be reminded of this requirement 60 days before May 15 of each school year. Parents/Guardians seeking an exemption to this requirement must submit the **Dental Examination Waiver Form**, provided by the State of Illinois Department of Public Health, to the school administrator.

Vision Examinations

A new law effective January 1, 2008, requires that all children enrolling in public, private or parochial for the first time or entering kindergarten school shall have an eye exam. Parents/Guardians are to be notified of this requirement.

Proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist is to be submitted to the school. Report cards may be held if the student is not in compliance with this regulation.

This requirement may be waived for those families who show an undue burden or a lack of access to a physician licensed to practice medicine or to a licensed optometrist.

Every school shall report to the State Board of Education by June 30 (beginning 2009) the number of children who:

- Éhave received the required eye examination;
- Éare exempt on religious grounds;
- Éhave received a waiver;
- Éare not in compliance with the requirement.

Medical Objections

ÉThe **Physician Statement of Immunity** must be attached to the **Certificate of Child Health Examination** form.

ÉQuestions regarding **medical exemptions** should be directed to the Regional Immunization Representative or the Illinois Department of Public Health Immunization Section at **217-785-1455**.

Religious Objection to Immunization and Vision Examination

Under Illinois law, a religious objection to immunizations or vision examinations must be in writing on the specific form and must set forth the specific religious belief which conflicts with each immunization or examination. This form must be signed by the child's physician.

The written objection must be submitted to the school administrator by the parent or legal guardian. No student whose parent or legal guardian has asserted a religious objection may be allowed in school until a determination has been made as to the validity of the religious objection.

Accident/Illness

In the event of an accident or illness of a student, the parent or other designated person indicated on the Emergency Form will be contacted. If the accident is serious, the child will be brought to the hospital indicated on the Emergency Form and the parent/guardian contacted.

HOME AND SCHOOL ASSOCIATION

The Home and School Association holds monthly meetings. All parents of the children attending Saint Agnes Catholic School are members of this Association. The purpose of the Association is to assist in social and cultural interests as well as with material aid for the students at Saint Agnes Catholic School.

PARENT/GUARDIAN CONDUCT

As the primary educator of your child, the parent/guardian is expected to demonstrate respectful behavior at all times with faculty, administration, support staff, and volunteers whether on or off school grounds. It is possible that, in order to permit the continuation of the student's attendance at the school, the administration may require specific parameters under which school business be conducted by the parent/guardian.

REGULATIONS FOR STUDENT ACCEPTABLE USE OF SCHOOL TECHNOLOGY RESOURCES

PURPOSE:

Saint Agnes Catholic School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence at Saint Agnes Catholic School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Saint Agnes Catholic School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of Saint Agnes Catholic School activities. All users are expected to use the computers and

computer networks in a responsible, ethical, and polite manner. This document is intended to clarify these expectations as they apply to computer and network usage.

REGULATION TEXT:

I USE OF SAINT AGNES SCHOOL'S TECHNOLOGY RESOURCES (*)

It is the policy of Saint Agnes Catholic School to:

- (a) prevent user access or transmission of, over its computers and computer network, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- (d) comply with the provisions of the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

(*) including but not limited to the intranet, Internet access, fax, E-mail, stand alone computer, and telephone

Uses of Saint Agnes Catholic School Technology Resources that are prohibited include, but are not limited to:

1. Violating students' rights to privacy/confidentiality or unauthorized disclosure, use and dissemination of personal identification information.
2. Attempting any unauthorized access, including so-called "hacking" of any computer system.
3. Downloading unacceptable materials.
4. Re-posting personal communication without the author's prior consent.
5. Violating copyright law.
6. Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes.
7. Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
8. Changing or attempting to alter any configuration, program or password on any computer or system.
9. Using a school computer without knowledge/approval of school personnel responsible for the computer.
10. Using inappropriate language, pictures, gestures in any form on the Internet.
11. Using the Internet for entertainment or limited self-discovery function.
12. Using the Internet for unauthorized purchases.

The school is primarily responsible for:

- Blocking to visual depictions of material deemed obscene, or to child pornography, or to any material deemed harmful to minors as determined by the school administration.
- Teaching proper techniques and standards for Internet participation.
- Guiding student access to appropriate areas of the Internet.
- Informing students that misuse of the Internet could result in loss of access privileges and/or further disciplinary action.

- Monitoring privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's Internet resource sources.
- Disabling, subject to administrative supervision, protection measure in the case of bona fide adult research or other lawful purposes.

The school is not responsible for:

- Unauthorized costs or charges that are incurred by students over the Internet.
- Any damages the student may incur, including loss of data.
- The accuracy or quality of any information obtained through any school Internet connection.

The student and parent/guardian must sign an Internet use agreement before the student is given access to the school's Internet resources. School personnel or the parent/guardian may withdraw student Internet access at anytime.

The parent/guardian is responsible for any damage caused through the student's inappropriate use of the Internet system.

TECHNOLOGY USE OUTSIDE OF SCHOOL

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Internet Misuse

Saint Agnes Catholic School is aware of the dangers that internet usage can bring. We, as a school, strongly encourage our parents to consistently monitor their child's usage to insure what they view, receive in their emails, or post to social media sites such as Facebook is appropriate.

Students who post derogatory and/or inappropriate materials and/or comments on the internet about Saint Agnes Catholic Staff or students will be strongly disciplined with expulsion a very real possibility. Activities of this nature will be reported to the proper authorities. Unauthorized costs incurred for online purchases charge to the school are the responsibility of the student and her/his family.

RELIGIOUS ACTIVITIES

Religion class

Religion class is conducted daily and is considered a major subject in the curriculum. Parents are expected to support the spiritual growth of their children and witness to the Catholic faith by praying with their child, listening to their lessons, and attending Holy Mass with them on Saturday evening or Sunday morning.

Non-Catholic students are expected to participate in Religion classes and attend all services held during the regular school day.

Holy Mass

The students participate in the Eucharistic celebration at Mass once a week.

Sacraments

The second grade students prepare for and receive the sacraments of Reconciliation and First Eucharist. Students receive the sacrament of Confirmation in the eighth grade. Students are given the opportunity to receive the sacrament of Reconciliation during Advent and Lent.

Altar Servers

The altar servers program is open to all children of the Parish from grades five through grade eight.

SAFE ENVIRONMENT REQUIREMENTS FOR EMPLOYEES AND VOLUNTEERS

The most current compliance guidelines for all school employees and parent volunteers can be found at the following link:

http://www.archchicago.org/departments/safe_environment/compliance.shtm

SAFETY

Security

The safety and security of the children of Saint Agnes Catholic School is our primary concern. Anyone wishing to enter the building must ring the doorbell, identify him/herself, and be let in by office staff. Students may never open the door.

Saint Agnes School is equipped with a sprinkler system, smoke detectors, a public address system, and an intercom system. A video surveillance system monitors the entrance, which is kept locked during school hours.

Visitors and Volunteers

All visitors and volunteers must report to the school office upon entering the building. All visitors and volunteers must sign in at the school office and be given a visitor badge sticker to be displayed.

Asbestos

In accordance with state law, Saint Agnes Catholic School is inspected every three years to determine if there are any areas with asbestos which need to be addressed. A copy of the inspection Report and Management Plan is on file in the Principal's office and is available for review upon request.

Playground

Children go outside to recess each day if weather permits. Adult supervisors are on the playground during recess time. Children are to obey and respect these supervisors. In an emergency, a written request can be made for a child to stay inside. If we do not receive a request in writing, the child will be sent outside.

SCHOOL ADVISORY COMMITTEE

Saint Agnes Catholic School Advisory Committee was founded in 1978. It consists of the pastor of Saint Agnes, the principal and not less than eight lay members. Each voting member holds office for a term of three years and is appointed by the pastor of Saint Agnes parish.

The purpose of the advisory committee is to develop and define the policies, which shall govern the operation of Saint Agnes Catholic School, promote the implementation of those policies, and provide advice in the operation of the school. The committee also promotes leadership among parents in order to enrich the Catholic educational and spiritual experiences of the students.

All members of the committee welcome parent participation concerning school policies. All general meetings are open to members of the parish. There may be a need to have an executive meeting. If so, this will be published in the parish Sunday bulletin.

Any parishioner or parent of a child attending Saint Agnes Catholic School may request to have a subject put on the agenda by submitting a written request to the school principal at least three days prior to a regular meeting. It shall, however, be a prerogative of the principal to determine if such requests relate to those areas that fall within the jurisdiction of the School Advisory Committee.

Issues arising and not addressed by any policy are left to the discretion of the principal and referred to the School Advisory Committee for informational purposes.

SCHOOL MEDICATION PROCEDURES

For all guidelines regarding the administration and storage of student medicine, please refer to the School Medication Procedures found on our school website at www.saintagnes.us.

SCHOOL POLICIES

The following represents a collection of the principles and procedures under which Saint Agnes Catholic School has been established and administered. All policies are subject to modification by the School Advisory Committee.

SEARCHES CONDUCTED BY SCHOOL PERSONNEL

All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.

SERVICES

School Lunches

Saint Agnes Catholic School participates in the Archdiocesan Hot Lunch Program. Lunches are available to the students in preschool through grade 8. Participation in this program is optional. Ordering lunches is done online at fapro.boonli.com.

Application for free lunch or reduced price lunches is sent home the first day of school.

School Pictures

School pictures are taken of students in the fall and spring each year. Purchasing pictures is optional.

School Supplies

Each summer a list of supplies needed for the next school year will be sent home. Parents should see that their children are equipped with the necessary school supplies at all times.

Lost and Found

Articles turned into the school office are kept for one month. After that time, they will be given away. Parents should mark the child's name on all articles.

Birthdays

Birthdays are announced during morning announcements.

Students may bring a treat to school on his/her birthday. Birthday treats will be sent home at the end of the day to all students in the child's homeroom.

All edible treats for all grades must be store bought and individually packaged. No homemade items are allowed. No bakery items, like a sheet cake or doughnut holes, are allowed. No pizza parties or juice packs allowed. The following is a list of suggested birthday treats:

Non-edible items:

Stickers
Pencils
Pens
Erasers

Edible items:

Hostess products
Little Debbie products
Small Halloween/bite-sized type candy
Individual chip bags

TRANSFERS

Transfer from Saint Agnes

Any child transferring to another school, whether parochial, private or public, must receive a transfer form. Once a copy of the transfer is given to the parents of the child, another copy, which includes test scores, absentee records and ratings, is sent directly to the receiving school. Saint Agnes Catholic School should be notified about one week in advance of the school date of transfer. The following information is needed:

- Name and address of school to which the transfer is to be sent,
- Form of release of records to be signed by parent/guardian,
- Reason for transfer.

Tuition refunds, when warranted, will be pro-rated, based on the number of school days. Any unpaid balance will be required before a transfer is issued.

TRANSPORTATION

Arrival

Volunteers are present in the morning to help provide a safe environment for our children in the parking lot. These volunteers are instructed to ask cars to move as far east before allowing the children to exit. Children should also pass IN FRONT of their parent's car on the way to the building. It is important that all drivers follow the directions given by our morning volunteers. Directives are intended to help provide the safest possible environment for our children. As of January 1, 2010, it is against the law to use a cell phone while operating a vehicle in a school zone. Please respect this law.

Departure

Students are dismissed from the building at 3:00 PM. If the child has not been picked up by

3:10 PM, then the child goes to the After School E.D.P. and is billed accordingly.

Cars

All cars must enter the parking lot and form parallel lines (facing east). Parents must exit their cars and proceed to the "safe zone" to pick up their children. This is for the safety of the children. Those who plan to be in the school building are not to get in the lines for dismissal. There is room in the bank parking lot to the south of our building if you need to leave your car and enter the building.

School teachers are posted at the entrance, exit, and near the building. They have been instructed to NOT allow any child to leave the "safe zone" until an adult comes to walk them from the safe zone to the parent's car. Again, this is done for the safety of the children and appreciate your cooperation. Do NOT park on the street and block traffic either along McEldowney or in front of the entrance.

Supervision

Students attending an after school activity must be supervised by the adult in charge. If a student is on the grounds at a time when no supervision is provided, the parents will be called. Any child who is not picked up after school and is without supervision will be placed in the After School Care. The parents will be charged accordingly.

TUITION ASSISTANCE PROGRAMS

The Saint Agnes Tuition and Scholarship Programs were created to provide tuition assistance to families committed to Catholic education and demonstrating a financial need. Information, program guidelines, and scholarship/financial aid applications are available through the Saint Agnes School Office.

TUITION PAYMENTS

Tuition payments are due by the fifteenth of the month. Tuition accounts that are in arrears will be evaluated and suspension from school for a student may result from a delinquent tuition balance. Communication with the school office is essential regarding tuition accounts. If a suspension for financial reasons is warranted, the child/children will be allowed back to school when tuition is paid to date or acceptable arrangements for payment have been made. After May 1, only cash or money orders will be accepted.

Every effort will be made to work with families to help them meet their financial obligations to Saint Agnes Catholic School. However, after May 1 of the current school year, **no arrangements** will be made. If payments are incomplete at the end of the school year, then the student's report card and diploma, if applicable, is withheld and registration for the following year will not be honored until financial obligations are fulfilled.

Families who have not completed their financial obligations to Saint Agnes Catholic School on or before the last scheduled school day of the current school year may have their child's spot in the classroom given to individuals on the waiting list. In the event that a spot in that grade opens up, families who have not completed their July and or August payments will not be allowed to begin school until these payments have been completed

Eighth grade students will not be allowed to participate in graduation ceremonies if their family has any outstanding balance to Saint Agnes Catholic School.

Tuition Payments: Saint Agnes Catholic School will legally pursue any family that leaves with an outstanding balance. That family will be liable not only for any money owed to Saint Agnes Catholic School, but also for court and other legal fees. After June 1, outstanding accounts will have a 1.5% interest charge assessed.

Before and After Care

Statements for the Extended Day Program (EDP), our before and after care program, are sent home bi-weekly. Payment is expected no later than five business days from the day the statement is issued. Families falling more than two weeks behind in payments will not be allowed to continue using the program until all outstanding bills for the Before and After Care program have been paid.

Each year the charge for before and after care is reviewed. Parents will be notified what this charge is at the beginning of the school year. Before school care is billed as a flat rate. Students in after school care are billed in 15-minute increments. The EDP ends at 6:00 PM daily.

NSF Charge

A prompt payment of the fees and tuition is vital to the continued existence of Saint Agnes Catholic School. When a check is returned to us from the bank due to non-sufficient funds or for other reasons, the family will be assessed a fee to cover what the bank charges us. If a check is returned for insufficient funds more than once, then all future payments must be paid in cash. NSF replacement must be made in cash.

Volunteer Time

Each family will be asked to contribute at least 10 hours of time to help Saint Agnes Catholic School and Parish. Failure to complete your volunteer hours may make you ineligible for certain programs such as our Tuition Assistance Program.

The School Advisory Committee will review the number of required volunteer hours each year. Each family is responsible for signing the Volunteer Sign-up Sheet to receive credit for hours worked.

If you sign up for hours you are expected to be there. Please mark your calendars. Make sure you notify the chairperson of the event you planned to work if you cannot attend.

Parent Responsibility

School support responsibility lies with the party having custody of the students; therefore, the responsibility lies with the person signing the registration application. The School Advisory Committee and the administration will not become involved in dealing with other family members or an attorney to secure tuition payments. It is the total responsibility of the parents or legal guardian having child custody to see that the payments are made.

UNIFORM DRESS CODE POLICY

By choosing a Catholic school, parents also choose to follow all the rules of the school. Wearing the proper uniform is an expectation at Saint Agnes Catholic School.

Students are to follow the dress code. All Uniform Dress Code requirements can be found on the school website: www.saintagnes.us.

WEAPONS

To uphold the dignity of the human person, the sacredness of human life, and provide a safe, secure environment:

- Students shall not carry, possess, or use weapons in school, or on school premises.
- Weapons include but are not limited to the following: knives, handguns, brass knuckles, billy clubs, bats, pipes, sticks, and any other object that causes bodily harm.

School authorities have the right to inspect and search lockers, desks, parking lots, and school property.

Parents/Guardians of the students involved shall be notified as soon as possible. Students who violate these directives are subject to suspension and/or expulsion.

School officials are required to report weapon violations to the local police. The weapon is turned over to the local police jurisdiction.

WELLNESS POLICY

Saint Agnes Catholic School is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn. The entire school environment shall be aligned with healthy school goals to positively influence students' beliefs and habits and promote health and wellness, good nutrition and regular physical activity. In addition, school staff shall be encouraged to model healthy eating and physical activity as a valuable part of daily life.

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