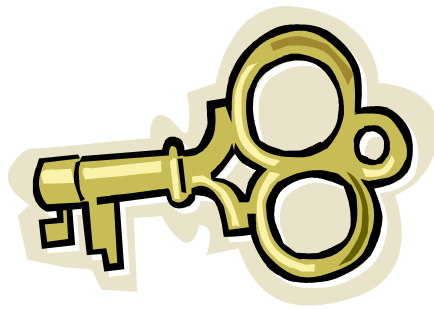


# *St. Agnes Catholic School*

*5130 Mission Road  
Roeland Park, Kansas 66205  
913-262-1686*



## *Keys to Christ*

*Parent/Student Handbook  
School Calendar  
2009-2010*

St. Agnes Catholic School  
5130 Mission Road  
Shawnee Mission, Kansas 66205  
913-262-1686 (phone)  
913-384-1567 (facsimile)

The purpose of this handbook is to provide the parents and students of Saint Agnes Catholic School with a concise listing of school services and administrative regulations for the 2009-2010 school year. As well as reading this handbook yourself, parents should discuss the contents of this handbook with their children. Parents share the responsibility for their children's understanding the school's policies and rules. By sharing the information contained in this handbook, families begin the process of participating as a unit in the life of the school.

All students and parents will be required to sign a statement that they have read and agree to support the provisions of this handbook.

The administration retains the right to amend the handbook for just cause and parents will be given prompt notification if changes are made.

### **Important Phone Numbers:**

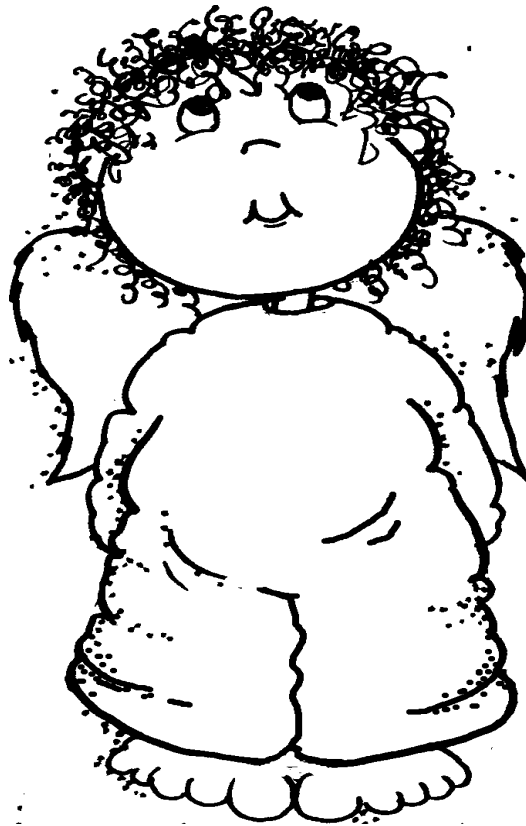
<b>*School Office</b>	<b>913-262-1686</b>
<b>*School Fax</b>	<b>913-384-1567</b>
<b>*Cafeteria</b>	<b>913-789-8038</b>
<b>*Little House</b>	<b>913-262-1174</b>
<b>*Daycare</b>	<b>913-262-1689</b>
<b>*Rectory</b>	<b>913-262-2400</b>
<b>*Bishop Miede</b>	<b>913-262-2700</b>

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## **ST. AGNES CATHOLIC SCHOOL**

### **ARCHDIOCESAN MISSION STATEMENT**

BE IT KNOWN TO ALL WHO ENTER OUR SCHOOLS  
THAT **CHRIST** IS THE REASON  
FOR THESE SCHOOLS,  
THE UNSEEN BUT EVER PRESENT  
TEACHER IN OUR CLASSES,  
THE MODEL OF OUR FACULTY  
THE INSPIRATION OF OUR STUDENTS.

### **ST. AGNES CATHOLIC SCHOOL MISSION STATEMENT**

The mission of St. Agnes Catholic School Community is to prepare all students:

- To succeed in a diverse and ever changing world.
- To accept responsibility for their gifts and opportunities
- To be Christ-filled, life-long learners.

(Developed and adopted by the St. Agnes Staff, February 2006)

### **HISTORY OF ST. AGNES CATHOLIC SCHOOL**

Bishop John Ward established St. Agnes Parish in 1923. The Reverend James H. Ording became the first Pastor. A combination church and elementary school was constructed at 47<sup>th</sup> Street between Booth and Adams, in Kansas City, Kansas. In 1945, Father Herman J. Koch (later Monsignor Koch) was assigned as Pastor, and in that year, a high school was started at the corner of 47<sup>th</sup> and Booth Streets. In 1946, the first phase of the existing school was built at 51<sup>st</sup> and Mission Road. The new school opened in 1947 and consisted of twelve classrooms, cafeteria, library, gymnasium and bowling alley that housed grades kindergarten through twelfth. In 1957, the high school and grade school were separated when the first unit of Bishop Miege was completed. A subsequent addition was added to St. Agnes Catholic School in 1960. Constructing a Teachers' Lounge in 1996, a Technology Lab in 1997, and enhancing the playground in 1999, renovating the library in 2003, replacing the bleachers and gym floor in 2004, installing an elevator in 2005, replacing the cafeteria floor in 2006, updating the technology in 2006, instillation of smartboards in classrooms in 2007, completing the school as we know it today.

## **NONDISCRIMINATION POLICY**

The Catholic schools of the Archdiocese of Kansas City in Kansas welcome students of every race and admit them to all rights, privileges, programs, and activities generally made available to students in these schools.

The school principal is responsible for implementing the policy and using curriculum that promotes respect and harmony. The procedures should prohibit discrimination and disrespectful behavior based on prejudice (*e.g.*, toward any race, gender, age, color or national origin) among students, faculty, staff and volunteers in school and in school-sponsored activities.

St. Agnes is a drug-free, smoke-free building.

## **PROFESSIONAL AFFILIATION**

St. Agnes Catholic School is a fully accredited grade school both by the State of Kansas and the North Central Association. St. Agnes is a member of the National Catholic Education Association.

MASCOT: Ram

COLORS: Red and White

## **A PRAYER FOR THE ST. AGNES CATHOLIC SCHOOL COMMUNITY**

God of Wisdom,  
May everything we do begin with your inspiration,  
Continue with your help,  
And be completed in your love.

Your ways, O Lord, make known to us,  
Teach us your paths,  
Guide us in your truth,  
For you are our God, our Savior.

Amen.

## **ADMINISTRATION, FACULTY AND STAFF**

### **ADMINISTRATION**

Fr. Jerry Arano-Ponce, Pastor  
Mrs. Kim Hammers, M.A., Principal  
Mrs. Mo Orpin, B.A., Vice Principal

### **Faculty and Staff**

#### **Preschool**

Mrs. Rebecca Duckers, B.S.

#### **Pre-Kindergarten**

Mrs. Patrice Maloney, B.S.

#### **Montessori Little House**

Mrs. Jean Kassen, B.S/A.A.  
Mrs. Lisa Valdez, Aide

#### **Kindergarten**

Ms. Linda Hutzenbuhler, B.S.  
Ms. Angela Espe, M.S.

#### **First Grade**

Sister Ann Everett, M.A.  
Mrs. Rebecca Eichholz, M.A.

#### **Second Grade**

Mrs. Lisa Stuart, M.A.

#### **Second & Third Combination Class**

Mrs. Terri Davis, B.A.

#### **Third Grade**

Ms. Cheryl Sostarich, M.A.

#### **Fourth Grade**

Ms. Elizabeth Obrecht, B.S.

#### **Fourth & Fifth Combination Class**

Mrs. Peggy DeSeure, B.S.

#### **Fifth Grade**

Mrs. Diane Frazee, M.A.

#### **Spanish**

Mrs. Yolanda Nordling

#### **Physical Education**

Ms. Lisa Aguilar, M.A.

#### **Music**

Mr. Christopher Barnard, M.M. Ed.

#### **Art**

Mrs. Starlet Scott Ottinger, B.A.

#### **Computer Lab**

Mrs. Shelley Cooper, M.A.

#### **Middle School (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>)**

Mr. Neal Agnew, B.A.

Religion, Reading, 6<sup>th</sup> Grade Homeroom

Mrs. Julie Copenhaver, B.A.

Religion, Language Arts, 8<sup>th</sup> Grade Homeroom

Ms. Michele Bartlett

Science, 7<sup>th</sup> Grade Homeroom

Mrs. Shauna Churchman

Math, Language Arts, Reading,  
6<sup>th</sup> Grade Homeroom

Mrs. Stephanie Williams, B.S.

Social Studies, 7<sup>th</sup> Grade Homeroom

Mr. Darin Hansen, B.S.

Math, Religion, 8<sup>th</sup> Grade Homeroom

#### **Library**

Mrs. Erin Flint, B.S.

#### **Inclusion & Enrichment Centers**

Ms. Maggie Mosher, B.S.

Mrs. Julie Gustafason, B.S.

#### **Paraprofessionals**

Ms. Betty Booker, M.A.

Mrs. Jean Gomez

#### **Title 1 Teacher**

Mrs. Amy Shartzter, B.S.,

#### **Computer Lab**

Mrs. Shelley Cooper, M.A.

#### **Library**

Mrs. Erin Flint, B.S.

#### **Counselor**

Mrs. Amelia Cramer, M.S., L.M.S.W.

#### **Health/School Nurse**

Mrs. Lyn Wilson, B.S., R.N.

#### **School Secretary**

Mrs. Linda Crawford

#### **Staff**

Ms. Neona Russ, Child Care Coordinator

Mr. & Mrs. John & Kathy King, Cafeteria Manager

Mr. Marc Pineda, Custodian

Mr. Steve Thompson, Custodian

**SCHOOL COUNCIL**

Anita Paredes, President	(913) 631-6659
Jenny Fontaine, Vice President	(913) 403-9141
Susan Severin, Secretary	(913) 371-5758
Lisa Schultes	(913) 677-5266
Bill Vogt	(913) 248-1024
Maureen Gaughan	(913) 432-7881
Angie Mendez	(913) 406-4559
Jennifer Zielinski	(816) 926-9010
Marcia Ziglinski	(816) 363-6012

**PARENT TEACHER ORGANIZATION OFFICERS**

Andy & Rebecca Barrera, Presidents	(913) 499-7884
Thad & Olga Wood, Vice Presidents	(913) 432-2323
Laura Rodgers, Secretary	(913) 432-1491
Anita Paredes, Treasurer	(913) 631-6659



## **SCHOOL POLICIES AND PROCEDURES**

### **SCHOOL AND PARENT COMMUNICATION**

In keeping with the Church's principle of subsidiary, problems should be solved at the lowest level whenever possible. Parents having a problem with another individual should go directly to that person before going to the person's supervisor. If a parent has a complaint about a teacher, it seems only just that the parent discuss the difficulty first with the teacher. Requiring persons to attempt to work out difficulties mutually is consistent with the direction of the Gospel.

After such attempts have been made, if a parent or teacher feels that an issue has not been satisfactorily resolved, a conference with the principal or vice principal may be requested.

Parents wishing to discuss an issue with a teacher and subsequently an administrator need to make an appointment by telephone or in writing. Spontaneous visits to a classroom or the school office do not provide for the best conditions to resolve difficulties. Privacy, Christian behavior and professionalism are key to resolving problems that arise at school.

If a parent still has concerns, he/she may ask to speak to the School Council during the Open Forum portion of the meeting by completing a Saint Agnes Issue Notification Tracking System (S.A.I.N.T.S.) form. The form must be submitted by noon Monday at least one week prior to the agenda being posted. Please contact a School Council member about requirements for completing the form. Forms are available in the school office. When necessary, the Pastor makes the final decision.

### **NON-CUSTODIAL PARENT**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Non-custodial parents who wish to have information mailed to them will pay a \$20.00 fee to cover all mailing cost.



## THE SCHOOL DAY

### OFFICE HOURS

The office is open for business from 7:30 a.m. until 3:45 p.m.

### ARRIVAL AND DISMISSAL TIMES

Grade School (Grades K through 8):

Normal school schedule: 8:00 a.m. to 3:15 p.m.

Half-day school schedule: 8:00 a.m. to 12:00 noon

Students are **not** to arrive earlier than 7:30 a.m. The school doors will be open at 7:30 a.m. and all students are to go directly to the cafeteria. A teacher will supervise students during this time. ***Students must be in class no later than 8:00 a.m.*** Please refer to the school calendar and home bulletins for any change in the normal school schedule.

Preschool in the Main School Building:

Morning session: 8:00 a.m. to 11:00 a.m.

Pre-Kindergarten:

Normal school schedule: 8:00 a.m. to 3:15 p.m.

Half-day school schedule: 8:00 a.m. to 12:00 noon

Montessori Preschool and Kindergarten:

Morning Session: 8:00 a.m. to 11:00 a.m.

Afternoon Session: 12:00 noon to 3:15 p.m.

### Drop off & Pick Up Procedures

#### **MORNING DROP OFF**

Students may be dropped off in the two designated areas only. All other doors will be locked. The first designated location is the front door on the East Entrance of the school on Mission Road. This is for drop off only. **This is a no parking zone during drop off times from 7:30-8:05 a.m.** The second location will be on the West side of the building in the "U" at the Father Condon Hall entrance. This is a one way only zone. Entrance to the school parking lot will be the 53<sup>rd</sup> Street entrance by the Convent. We ask that parents follow the arrows painted on the parking lot. Once you reach the alley by the "U" area, there will be a single lane of traffic with a teacher directing traffic each morning. Six cars will be able to drop off at one time. Vehicles will have students exit on the passenger's side. Only after all six vehicles have dropped off their students, will these vehicles be permitted to exit.

**Students who arrive after 8:00 a.m. may only be dropped off at the front entrance. The doors in the "U" entrance will be locked.**

**Students who arrive after 8:15 a.m. must be signed in by a parent or guardian.**

## **AFTER SCHOOL PICK UP**

### **RELEASE OF STUDENTS**

Students will be released to parents or guardians only. If alternate arrangements for pick up have been made for the day, please call or send a note to the office, so we are made aware of whom your child is to go home with on a particular day. Please make sure to inform the office who has authorization to pick up your child.

### **PRESCHOOL**

Preschool students are dismissed at 11:00 a.m. They will be picked up by a parent or guardian in front of the school by the double doors that are located in the older part of the building.

### **PRE-K – 1<sup>ST</sup> GRADE STUDENTS & CARPOOLS PICK UP**

Parents or Carpools, who have a child in grades Pre-Kindergarten, Kindergarten, and 1<sup>st</sup> Grade will pick up their child, siblings, and all children in their carpool in the south parking lot between the church and the school. Children will use the crosswalk to cross to the sidewalk to the church. They will then wait on the sidewalk for their parent's car to pull up to the pick up zone. Parents will enter the east parking lot on the north side from Mission Road (closest to the school) and follow the arrows and cones in a single file. Please have your family nameplate in your cars so teachers can see which children to load. We will load 5 cars at a time. When all 5 cars are loaded, you will then be allowed to exit through the west side of the parking lot to Mission Road (closest to the church), and the next cars will pull forward. If your child is delayed in the school building and is not ready for pick up when your vehicle is in the designated pick up zone, you will be directed to pull into the circle area in front of the church as to not delay traffic.

### **2<sup>ND</sup> – 8<sup>TH</sup> GRADE STUDENTS PICK UP**

Students in grades 2<sup>nd</sup> – 8<sup>th</sup> will be picked up on the West side of the building in the "U" at the Father Condon Hall entrance. This is a one way only zone. Entrance to the school parking lot will be the 53<sup>rd</sup> Street entrance by the Convent. There will be a double line of traffic from the entrance to the pick up zone. Please have your family nameplate in your cars so teachers can see which children to load. Twelve cars will be able to pick up at one time. There will be 6 rows with two cars in each row. Vehicles in the right lane will have students load on the passenger's side. Vehicles in the left lane will have students load on the driver's side. These students will walk in front of the rows to cross in the crosswalk. Only after all twelve vehicles have loaded their students, will these vehicles be permitted to exit. The next 12 vehicles will then move forward, and pick up will continue until all vehicles have unloaded.

Parents should feel free to visit with other parents in the parking lot. However, at the 3:15 p.m. dismissal bell we do ask that parents return to their vehicles so that pick up will run as smoothly and quickly as possible. This is to ensure your child's safety. If your child is delayed in the school building and is not ready for

pick up when your vehicle is in the designated pick up zone, you will be directed to pull into the childcare zone as to not delay traffic.

We ask that you do not use pick up time for conferences with teachers. We ask that parents call ahead to schedule a meeting. Teachers will all be working a designated pick up zone. It is essential to our students' safety that the teachers' attention is on our students at this time.

Dismissal time is 3:15 p.m. Parents who arrive after 3:30 p.m., will need to pick up their child in front of the school office. This allows us to know where they are and enables us to find them if a parent calls. Please call the school office at **913-262-1686** if you know you will be late or if an alternative arrangement has been made.

Parents may be assessed a fee for the after-school staff supervision of their child(ren). After the third instance of parent picking up their student late, a conference with the principal will be required. The school reserves the right to advise the parents to enroll their child in another school if late pick-up continues.

### **WALKERS**

All walkers will be called to the music room at the end of the school day. In order to walk home, your child must be on the Walkers' List. Parents will be asked to sign a walkers permission slip prior to being allowed to walk home. A teacher will exit with all walkers to ensure that they depart school safely. **Please do not ask your child to meet you on St. Agnes or Bishop Miege School property so to avoid the pick up line.** This causes issues with our dismissal and the Bishop Miege dismissal as well.

### **SCHOOL ATTENDANCE**

Regular attendance is a partner to academic success. Parents and students are urged to recognize the need for promptness each day and attendance in all classes throughout the school year. When students miss class, they lose valuable in-class instruction and from poor habits, which can result in problems for them later in school or in the work force later in life.

We ask that parents do their best to schedule vacations and family trips during times when school is not in session.

We will follow the laws of the state of Kansas, which require a report to SRS (for students ages 5-13) or the District Attorney's office (for students older than 13) for students with excessive absences. The state defines "excessive absences" as 3 days in a row, 5 days in a quarter, or 7 days in a semester.

### **SUNDAY MASS ATTENDANCE**

It is expected that all Catholic St. Agnes School families will attend Mass each Sunday and Holy Days and participate in other parish activities. We ask parents to be faithful to their responsibility as Catholics and as the primary religious educators of their children.

### **ABSENCES**

*If a student is to be tardy or absent from school, it is the responsibility of the parent to call the school office by 9:00 a.m.* The school office telephone number is **913-262-1686**. An answering machine is available for calls prior to 7:45 a.m. **Upon returning to school after an absence, a student must present a written excuse from his/her parent or guardian stating the reason for the absence.** Students absent from school for three or more consecutive days must have documentation from a doctor or professional health practitioner.

### **EXCUSED ABSENCES:**

- 1. Personal Illness-** a doctor's note will be required after three consecutive days of illness. After 5 medical absences, a doctor's note will be required for any additional absences in order to be excused.
- 2. Serious illness or death of a member of the family –** accompanied with a note from a parent or guardian.
- 3. Participation in school sponsored activities-** any activity that required students to miss class time.
- 4. Emergency situations requiring immediate action.**
- 5. An absence, which has been presented in writing and approved in advance by the administration. Make up work needs to be requested in advance and tests made up once the student returns.**

**AFTER EACH 5 ABSENCES, A CONFERENCE WILL BE REQUIRED WITH THE STUDENT, PARENT AND ADMINISTRATION TO ADDRESS ANY CONCERNS AND DEVELOP A PLAN OF ACTION FOR THE STUDENTS TO INSURE SUCCESS.**

### **UNEXCUSED ABSENCES:**

**An unexcused absence is one, which has been classified as such by the building administration. An absence will be classified unexcused if it does not fit one of the 5 stated reasons for excusable absence or if the parent or legal guardian does not follow the building attendance procedure.**

### **MAKE-UP WORK**

A student's homework may be requested and picked up in the student's homeroom at the end of the day between 3:15-3:30 p.m. Teachers will do their best to gather all assignments, however, some assignments may be given after a student returns. A student has two school days for each day of illness to make up the assignments. It is the responsibility of the student to be sure all make-up work has been turned in to the appropriate teacher. Any student missing a test must schedule a make-up with the individual teacher. Any work due or assigned, which is missed because of an unexcused absence, will receive a zero.

### **TARDIES**

Arriving to school on time is essential to your child's success in the classroom. Please make every effort to drop off your child prior to the start of the day. Students who enter the school after the bell rings must check into the office before entering the classroom. Students who enter the school building past 8:15 a.m. must be signed in at the school office by a parent or guardian. No student will be sent to class without being signed in by a parent. An excused tardy includes medical and dental appointments accompanied with a doctor's note. Administration reserves the right to determine whether any other valid reason would be considered excused or unexcused. Parents will begin receiving written notification from the school once a student has 3 excused or unexcused tardies.

### **EARLY DISMISSAL**

Early dismissal will be allowed ONLY with notification from parents or guardians directly to the school office. The student will receive an authorized dismissal slip from the office. This slip must be presented to the appropriate teacher(s). Students leaving early must be signed out in the office by a parent or authorized representative.

### **INCLEMENT WEATHER**

#### **Snow Schedule**

In case of inclement weather, St. Agnes will close when the Johnson and Wyandotte County Catholic Schools close. Any meetings or school programs scheduled for that day will be canceled. Announcement of school closings will be made by the Archdiocesan Superintendent and aired on local television and radio stations. Please listen for Johnson and Wyandotte County Catholic School Closings.

**Heat Schedule**

The principal of the school shall make the decision to close school or to reduce the length of the school day because of extreme heat or humidity.

**Severe Weather**

Students will be taken to the lower level of the building and will not be dismissed until an all clear is given.

**NOTE:** St. Agnes *will not* dismiss early due to weather conditions while classes are in session; however, students will be allowed to leave the school if a parent or authorized person comes to the school office and signs the student(s) out. *Please do not go to your student's classroom.*

**Tuition Policy**

Admissions: Tuition Grades K-8 & K Montessori

At St. Agnes Catholic School we believe that quality education is invaluable to our students.

Tuition rates for the 2009-2010 school year are as follows:

**PARTICIPATING MEMBER TUITION RATES**

<b>Number of Children</b>	<b>Tuition Rate</b>
1 student	\$2700
2 students	\$4500
3 or more students	\$5400

**Out of Parish Families**

<b>Number of children</b>	<b>Tuition Rate</b>
Out of Parish per Student Rate	\$4500

**Admissions: Tuition Preschool, Pre-kindergarten, Little House  
Montessori 3 and 4 Year Olds**

**PARTICIPATING MEMBER TUITION RATES**

<b>Program</b>	<b>School Day</b>	<b>Sept. -May Monthly Rate</b>
Little House (3 & 4 Year Olds)	5 Half Days	\$165
Preschool (4 Year Olds)	5 Half Days	\$165
Pre-Kindergarten (4 & 5 Year Olds)	5 Full Days	\$300

**Out of Parish Families**

<b><u>Program</u></b>	<b><u>School Day</u></b>	<b><u>Tuition Rate</u></b>
Little House (3 & 4 Year Olds)	5 Half Days	\$2,650/Year
Preschool (4 Year Olds)	5 Half Days	\$2,650/Year
Pre-Kindergarten (4 & 5 Year Olds)	5 Full Days	\$4,500/Year

St. Agnes Parish subsidizes a significant portion of the budget for St. Agnes Catholic School. Therefore, in order to receive the in-parish tuition rate, a family must meet the below participating membership criteria:

**Participating Membership**

- You are registered members of St. Agnes Catholic Parish.
- Attend Mass on a weekly basis.
- You are committed to raising your children in the Catholic Faith.
- You are an active volunteer, sharing your time and talents in parish and school activities.
- Tithe – You will contribute to the financial support of the parish through Sunday envelopes.

Families not meeting these requirements will be charged the out-of-parish rate of \$4,500 per student which is the cost of educating one student. If situations arise that limit your ability to meet your tuition or tithing requirements, please contact Kim Hammers, school principal, to make alternative arrangements.

**PAYMENT OPTIONS**

1. **Annual Payment** – Families choosing this option will have their tuition due in full by July 1, 2009.
2. **Semi-Annual Payments** - Families choosing this option will pay their tuition in two equal payments due on July 1, 2009 and January 5, 2010.
3. **Quarterly Payments – Families choosing this option will pay their tuition in four equal payments due July 1, 2009; October 1, 2009; January 1, 2010; and April 1, 2010.**
4. **12 Monthly Payments** - Monthly payments will begin in July 1, 2009 and continue through June 1, 2010.

Annual payments can be made directly to the school office. People choosing all other plans will make their payments through SMART, a third party billing company. More information about SMART can be obtained by contacting the school office.

In addition to tuition, registration fees are collected during registration each year. The current registration fees are \$170 per child for grades K-8 and \$50 for the early education programs (preschool, pre-kindergarten, Little House 3 & 4 year olds).

### **Attendance Interruption Days**

In order for our school to be a financial sound institution, it is vital that parents pay tuition on time. Throughout the school year we will schedule attendance interruption days for students whose parents become two months tardy on their tuition payments. Students will not be able to come to school on the interruption days or on the days thereafter until payment is made.

**The following are the scheduled attendance interruption days:**

**August 26**

**October 29**

**December 18**

**February 26**

**April 30**

### **Admissions: Financial Aid**

Tuition assistance is available through the St. Agnes Angel Fund to Catholic Families who meet the Participating Member criteria and who demonstrate a financial need.

- Families will apply through Smart Tuition for the financial assistance.
- The St. Agnes Angel Fund is supported by the school auction and other outside funding sources.

### **HEALTH POLICY AND EMERGENCY CARE**

#### **ABUSE/NEGLECT REPORT**

ST. AGNES STAFF AND FACULTY ARE MANDATED BY THE STATES OF KANSAS AND MISSOURI TO REPORT ANY SUSPICION OF ABUSE AND OR NEGLECT TO THE DEPT. OF SOCIAL SERVICES. IN THE EVENT OF A REPORT IS MADE, THE SCHOOL IS NOT OBLIGATED TO INFORM THE PARENTS.

#### **AUTHORIZATION FOR EMERGENCY MEDICAL CARE**

Annually, an “Emergency Information and Medical Treatment Consent” must be signed and notarized in order for a student to receive emergency medical care should the student's parents be unreachable. This form must be in the school office before a child can attend class.

#### **ILLNESS AND COMMUNICABLE DISEASE**

It is the parents’ responsibility to notify the office before 9:00 a.m. of absence due to illness. An answering machine is available prior to 7:30 a.m.; otherwise, contact the office as soon as possible.

To protect your child and to prevent illness from spreading, keep your child home if any of these symptoms are present.

- Diarrhea or vomiting
- Severe sore throat, headache or cough
- Undiagnosed rash or skin lesions
- Red or discharging eyes
- Temperature of 99.6° or above

If a student becomes ill while at school, he/she will be sent to the health room. If it is determined that the student should be sent home, a parent or other authorized person will be notified. If your student has 99.6° or above temperature, he/she must remain home and be fever free for 24 hours.



**Johnson County Health Department**  
**Exclusion Recommendations**

<b>Symptoms suspected of being Contagious or Infectious</b>	<b>Exclude:</b>	<b>Readmit:</b>
	Fever with or without any other symptoms.	Fever free for 24 hours without the aid of medication.
	Eyes Inflamed with purulent discharge.	Drainage has stopped; or treated for 24 hours with antibiotic; or physician note stating non-infectious.
	Drainage from ear.	Drainage has stopped
	Lice	After treatment with an approved antiparasitic is initiated.
	Diarrhea (2 or more loose or watery stools).	Diarrhea free for 24 hours without the aid of medication.
	Vomiting	Free of vomiting for 24 hours.
	<b>Skin Afflictions:</b>	<b>Exclusion/Provision:</b>
	Athlete's Foot	No exclusion necessary, but must keep shoes and socks on for all activities.
	Hand, Foot, and Mouth	Exclude until fever free for 24 hours without the aid of medication and no open lesions.
	Herpes	No exclusion necessary, but no participation in activities involving skin-to-skin contact until 5 days after lesions have crusted.
	Impetigo	Exclude until treated for 24 hours with antibiotic; or physician note stating non-infectious.
	MRSA	If lesions can be covered then no exclusion. If lesions can not be covered exclude until lesions have crusted over.
	Molluscum Contagiosum	No exclusion necessary. No participation in activities involving skin-to-skin contact or after curettage.
	Rash	Consider exclusion pending a physician evaluation.
	Ringworm	Exclude until after treatment has been initiated. No participation in activities involving skin-to-skin contact unless lesions are completely healed.
	Scabies	Exclude until after treatment with an approved antiparasitic is initiated.
	Shingles	If lesions can be covered then on exclusion. If lesions can not be covered exclude until lesions have crusted over.
	Varicella	Exclude until all lesions have formed scabs or crusted over.

## **MEDICATIONS**

All medications, prescription and non-prescription, are to be brought to the school office in the morning, where they will be kept and dispensed. The student, except inhalers as authorized by a physician, may keep NO medication. Parents should deliver to and pick up from the school office all medications.

## **PRESCRIPTIONS**

1. If a medication has been prescribed, it must be in a **pharmacy container, which** clearly states the child's name, dosage, prescription number and physician's name. When the prescription is filled, ask the pharmacist to provide separate bottles for school and home. The pharmacy bottle will serve as the physician's order.
2. All medication must be accompanied by written permission from parents allowing the school to dispense the medication.

## **NON-PRESCRIPTIONS**

1. Written permission from the parents and the physician allowing the school to dispense and administer "over-the-counter" medications must be kept on file annually in the school office.
2. All medication will be dispensed from donated stock. Donations must be sealed in original containers with the labels clearly identifiable.
3. Any non-prescription medicines NOT picked up by the parent at the end of the school year will be deemed donations to the school for common dispensing.
4. THE SCHOOL RESERVES THE RIGHT TO REFUSE TO ADMINISTER OVER-THE COUNTER MEDICATIONS.

**The above conditions must be met in order for the school to dispense medication to the student.**

## **STUDENT HEALTH FORMS**

Physician Physical – A Kansas state statute which became effective July 1, 1994, states that all students up to the age of nine years, who enroll in a Kansas School for the first time, are required to have a physical examination by a physician. The physical examination must be conducted within 12 months of enrollment. State law to have on file in the school office, a Kansas Certificate of Immunization, physician physical, and a dental health form require all students. These forms must be in school office before a child can attend class.

## **HEALTH SCREENING**

In compliance with the Kansas State Department of Health, the following health screenings are performed routinely at St. Agnes:

1. Vision examinations – performed annually on all students in Kindergarten through Third Grade, once in Fifth, and once in Seventh Grade.
2. Hearing examinations – performed on all students in Kindergarten through Third Grade, once in Fifth, and once in Seventh Grade.
3. Scoliosis examinations – performed on all girls in Fifth through Eighth Grade, and boys in Eighth Grade. Parents will be notified of the times when screening will be performed.
4. Head Lice – As recommended by the Johnson County Health Department, classroom checks are made on a scheduled basis. Parents should also check routinely for nits. Health Department policy requests that a "NO NIT" rule be maintained. Daily checks will be performed on every documented case until the child is free of nits for a period of two weeks.

## **STUDENT INSURANCE FORMS**

A brochure explaining the student insurance program will be sent home each fall.



*Children are the world's most valuable resource*

# **ACADEMICS**

## **CURRICULUM**

The curriculum follows the requirements of the State of Kansas and that of the Archdiocesan Team, with textbook adaptations recommended by the Archdiocese of Kansas City in Kansas Education Department, the principal and school personnel.

## **RELIGIOUS EDUCATION**

In addition to religion class time, students are given the opportunity of planning and attending weekly Mass, Rosaries, Stations of the Cross, May Crowning, 8<sup>th</sup> Grade retreat, and other prayer services. Students attend Confession and Benediction, and receive sacramental instruction for Confession, First Communion, and Confirmation.

## **MASS SCHEDULE**

School Masses will be held each week at 8:15 a.m. on Wednesdays.

## **SPECIAL CLASSES**

In addition to classroom teachers, St. Agnes employs Music, Physical Education, Art, Library, Spanish, and Computer Technology teachers.

## **PRESCHOOL**

Preschool is a socialization program for young four year olds. It is a first-year preschool experience for children who are not yet ready for pre-academic activities. The focus is on helping children adjust to school routines, working on early learning skills (such as color and shape recognition), practicing listening skills and taking turns. Children attend a morning or an afternoon session for one-half day, five days a week.

## **PRE-KINDERGARTEN**

The Pre-Kindergarten program serves four year olds who have attended a preschool program, as well as five year olds who meet the age cutoff for Kindergarten but who are not developmentally ready for Kindergarten. The Pre-Kindergarten program is a full day, five-day a week program which serves as an introduction to the pre-reading and pre-math concepts. Pre-Kindergarten follows a daily schedule similar to Kindergarten but offers a less structured program with more opportunity to learn through play. Children who complete the Pre-Kindergarten program move on to Kindergarten

### **KINDERGARTEN**

Kindergarten is an all-day program from 8:00 a.m. to 3:15 p.m. Students must be five years old prior to August 30. The St. Agnes Kindergarten teachers, in conjunction with the principal, reserve the right to move students from Kindergarten to Pre-Kindergarten (and vice-versa) after the first month of school. The school administration or parents reserves the right to request a student attend half day if it becomes evident that the student cannot yet function in an all-day setting.

### **MONTESSORI**

Montessori Preschool and Kindergarten programs are located in the Little House. Montessori is a *three-year commitment* for all students beginning when the student is three years old prior to August 30 and the third year being their Kindergarten year.

### **REPORT CARDS**

Report cards are given out four times yearly, usually on the Friday following the end of each quarter of the school year.

Parents will be notified before the end of the quarter if a student's grades are unsatisfactory. This is done through mid-term grades, which are sent home with students in grades three through eight. Please refer to the school calendar for specific dates. *No report card will be given to a student until all fees have been paid.* The final grade card will not be given to a student until all books and equipment have been returned in good condition.

### **Website**

The St. Agnes website ([www.stagneskc.org](http://www.stagneskc.org)) is maintain and updated by St. Agnes Staff and Faculty. Here you can find the school calendar, lunch menu, notes from the principal, nurse, counselor, and Friday Notes. You will also be able to access your child's teacher page. This page will provide information about what is going on in your child's classroom and specials classes, as well as resources for you and your child to access for additional reinforcement.

### **Edline**

St. Agnes is privileged to now have Edline. Edline is a website that works with the electronic gradebook that each teacher uses. This website allows Parents and Students to view their current grades, receive notes and emails from the teacher as well as send the teacher notes and emails. This new addition will be a major help in the communication between parents and teachers.

## **Assignment Notebooks**

All students in grades second through eight will be provided with a school assignment notebook. Parents are required to sign the notebook *every night*. Teachers will use these to assist communication with parents. Should a student lose his/her assignment notebook, he/she will be required to purchase a replacement notebook, which is available in the school office for \$5. Students in grades Pre-School –1<sup>st</sup> Grade will be given a weekly homework sheet that is to be signed each night. Each St. Agnes Student will need a **Red Homework Folder**. This folder will obtain any homework that needs to be completed for the evening, as well as the student's behavior point sheets. The planner or homework sheet, as well as the behavior point sheet must be signed and returned each day.

## **Homework**

Assignments are an integral part of the educational program at St. Agnes. Assignments are necessary for practice and reinforcement of skills, for reviewing for tests and for enrichment and enjoyment.

Completion of assignments and maintaining a supply of all necessary materials are the student's responsibility. Every effort should be made on the part of the parents and teachers to foster the development of these forms of self-discipline in their students.

Homework is an important part of your child's learning process. Homework reinforces skills and information learned in class, aids in evaluating student progress, and helps students develop self-discipline and responsibility. Homework either represents work not completed in class, or work assigned to be completed at home.

**All students** at St. Agnes School should spend time each night on homework. Depending on the age and ability of your child, the amount of time spent on homework will vary. You should let your child's teacher know if you feel at any time your child is consistently spending too much or too little time studying, so that you, your child, and the teacher can find a solution, in order that your child may be successful.

The amount of time your child spends on homework may depend on the type of learner your child is. However, a good way to gauge if your child is spending too much or too little time on homework is the 10 minutes per grade level policy. For example, a third grader should have about 30 minutes of homework each night, a fourth grader should have about 40 minutes, a fifth grader 50 minutes, and so forth. There may be evenings that homework takes more or less time to complete.

Parents of primary grade students should check their child's homework folder, sign their homework sheet, behavior point sheet, and any other correspondences, and help your child with completing their assignments each night to ensure that students are learning responsibility and are reinforcing the skills that were presented that day.

In grades second through eighth, students have been given a planner. It is the student's responsibility to fill out his/her planner daily and to make sure that they bring work home that needs to be completed. Parents are asked to check and sign the student's planner each night, as well as the student's communication sheet, to see that their child has completed his/her homework assignments.

Parents play an important role in making homework a positive experience for their child. Therefore, we ask that parents make homework a **top** priority in their homes. Please provide your child with the necessary supplies, a quiet homework environment, and a daily homework time.

All work should be done neatly- smooth paper, no tears, no food spills, neat handwriting. All papers should have the proper heading. All work should be turned in on time. Once students have learned cursive writing, all work should be completed in neat cursive writing, unless otherwise instructed by the teacher. All assignments are due at the beginning of the school day. Class work or homework turned in one day late will lose 20% credit, class work or homework turned in two or more days late will receive zero credit. Students will be expected to turn all work in, despite amount of credit lost, to show mastery of skills being taught.

### **Incomplete/Missing Work Policy For 3<sup>rd</sup>-8<sup>th</sup> Graders**

Class work or homework turned in one day late will lose 20% credit. Class work or homework turned in two or more days late will receive zero credit. Students will be expected to turn all work in, despite amount of credit lost, to show mastery of skills being taught.

Students who have an excess amount of late/missing work will be required to stay in the after school study skills program from 3:25-4:25 p.m. each day. The cost for this program is \$5.00 per day. A teacher monitors this program. It is not a tutoring program, but simple a study skills session that helps students to be organized and complete their schoolwork. Excessive amount of late/missing work will be defined as any student who has had 10 or more days of missing assignments in a quarter. This action will only take place after the child has been referred to our SIT team and two meetings have taken place with the parent, student, and teacher and a

third meeting with the parent, student, teacher, and administration. All other solutions will be explored before the after school study skills program is put into place. After 3 weeks in the program, if the student can demonstrate good study skills and completion of homework, he/she may be excused from the program.

It is important that students understand the correlation between good grades and organizational skills. Organizational skills are skills we need and will use our entire life. When we teach our students responsibility and hold them accountable to that responsibility, we are fostering these life skills in them, and helping to raise children who will one day be positive, contributing members of our society.

## **GRADING**

Students are graded on written work, classroom participation, and subject tests.

### **Grading Code**

#### **Kindergarten- Grade 2**

+	= Consistent Performance
S	= Satisfactory Progress Being Made
/	= Needs Improvement

#### **Grades 3-8**

A+	= 100%
A	= 96%-99%
A-	= 94%-95%
B+	= 92%-93%
B	= 89%-91%
B-	= 87%-88%
C+	= 86%-84%
C	= 78%-83%
C-	= 75%-77%
D+	= 73%-74%
D	= 70%-72%
D-	= 69-68%
F	= 67% or below

### **Study Skills Program**

The After School Study Skills Program is available to all students from 3:15 p.m.-4:25 p.m. A teacher will be on duty during these times to help students with a particular subject, assist them in preparing for tests, or simply to complete homework. You may sign up for the program at forms check-in day or any time during the school year.

To help students be successful, after mid-terms and each quarter report card are sent home, students earning a "D" or a "F" in any subject, will be

required to attend an after school tutoring session. The tutoring will begin the next day we are in school and continue to the end of the quarter. **This is a mandatory obligation for all students in grades three – eight.**

**There is a charge of \$5 per day for the session that all parents are required to pay, whether your child chooses to be in the program or is required because of low grades.**

### **TEACHER CONFERENCES**

Parent-teacher conferences are formally scheduled during the first quarter and again in February. However, if at any time the need arises, parents and teachers may make arrangements for additional conferences.

### **Parent-Teacher Contact**

We believe that the parent is the child's first teacher and an advocate for their child. We encourage parents to contact teachers at any time if they have a question regarding a child's schoolwork or behavior. Parents may contact teachers by email, voicemail, or by sending a note to ask the teacher to call the parent. We ask that parents make an appointment with the teacher to discuss matters as teachers are preparing for the day and often are not able to give the parent and student sufficient time to discuss an important matter prior to school beginning. If the matter is urgent please send a note, or email in the morning to ask the teacher to call as soon as possible. Please remember that all conversations, notes, and emails should be in a respectful and Christ-filled tone, by both the teacher and parent. It is vital to our students' success that parents, teachers, and students have all the correct information on issues, in order to find a positive solution so that the child may have a positive school experience. When parents, teachers, and students work together, it is the child who sees the most benefit and learns personal responsibility and growth.

### **RETENTION**

Teachers shall consult the principal about the possible retention of a student. At the end of the first semester, the principal and teacher shall consult with the parents or guardian concerning the possible retention of their child in the same grade level due to unsatisfactory achievement and/or lack of attendance in classes. Follow-up conferences shall be held during the remaining months and a decision made by May 1 of the current school year.

If a parent disagrees with the recommendation to retain a student, every effort should be made to find a suitable academic solution for the child. The principal has the final decision-making authority in matters of grade placement. Documentation of such will be placed in the student's file.

### **PLACEMENT AND ACHIEVEMENT TESTS**

The Iowa Test of Basic Skills (ITBS) is given annually in September to all students in grades three, four, five, six, and seven.

Students also take the Kansas Assessment Tests spring of each year. Students in grades 3-8 will take the Kansas Math and Reading Assessments.

### **FIELD TRIPS**

Field trips are taken to enhance the curriculum. Parents will be notified of specific trips with a permission slip and any details prior to the trip. Fees may be required for some field trips. Students need to have a signed permission slip on file prior to leaving on the field trip. **NO VERBAL PERMISSION WILL BE ALLOWED.**

The principal and participating classroom teachers determine the use of school buses. If cars are to be used, a child must be in his/her own seatbelt. For younger students, a car seat may be required. Students cannot ride in the front seat of any car.

Parents volunteering to drive must have their driver information form and copy of driver's license and insurance card on file in the office. Parents must also attend a **Virtus** training and be current on their Virtus Bulletins to accompany students on field trips.

Participating in a field trip is a privilege, not a right. If a student has had consistent problems in behavior, the student may be asked not to attend but instead spend the day doing regular assignments at school. Students must be dressed suitably and act appropriately for all field trips.

### **COMPUTER ACCEPTABLE USE POLICY**

Each student/parent will be required to sign the Computer Acceptable Use Policy form before the student will be allowed computer privileges. An example of the information in the form is shown below:

I understand that I may use computers under the direction of my teacher if I follow the rules. If I violate these rules, I understand that I may lose my computer privileges and/or Internet privileges.

**I will:**

- Be polite
- Use appropriate language
- Respect privacy
- Avoid disruption
- Be honest

**I will *NOT*:**

- Send or display offensive messages or pictures
- Use obscene language
- Email or instant messaging on school computers
- Access a Xanga Site, Facebook or other personal pages
- Save work using obscene terms or names
- Damage the computers
- Violate any federal or state laws
- Tamper with another individual's folders, work or files
- Use another individual's password
- Waste limited resources such as paper and disk space
- Use the Internet inappropriately
- Give out my name or address to anyone on the Internet
- Bully others with words or pictures

Parent permission is required for a student to use the Internet. Permission is also required for a student's work to be displayed over the Internet.

**ACADEMIC HONESTY POLICY**

St. Agnes Catholic School students are expected to display academic honesty and integrity at all times and to refuse to tolerate academic dishonesty on the part of other students. Students should be aware that the following behaviors are dishonest:

- giving or receiving unauthorized assistance on a test
- copying another student's homework or allowing your homework to be copied—this would include computer generated homework or assignments
- giving false reasons for making up late work or tests
- re-submitting work that has been copied for another class (without permission)
- falsifying laboratory data
- plagiarism—submitting work that has been copied (wholly or partially) from a book, Internet, magazine, etc., without crediting the author
- stealing tests or using tests stolen by another student
- witnessing academic dishonesty and not reporting it

Consequences for academic dishonesty may include, but are not limited to, a loss of credit for the assignment or test, detention, suspension, or class failure.

## **SCHOLARSHIPS AND AWARDS**

### **Pastor's Scholarship**

The Pastor awards the Pastor's Scholarship to a boy or girl who has shown strong commitment to the parish and community through service, character and Christian values. The student must be attending Bishop Miede High School.

### **President's Academic Fitness Awards**

The President's Academic Fitness Awards are awarded to all students who meet specific academic requirements.

**Excellence (Gold Seal)** requires a GPA of 3.5 to 4.0 or 90% semester averages. In addition, the student must demonstrate high motivation, initiative, integrity and leadership and standardized test scores of 85<sup>th</sup> percent or higher in math and reading must be achieved. A recommendation from a teacher and one other staff member is required.

**Most Improved (Silver Seal)** requires that the student demonstrate outstanding educational growth, improvement, commitment or intellectual development in academic subjects, but does not meet criteria for Excellence Award. An unusual commitment to learning despite various obstacles is demonstrated.

### **Beatrice Schmitz Scholarship Fund**

One (approximately) \$1,000 scholarship is awarded to the student with the highest GPA. One scholarship of \$800 and one scholarship of \$700 are awarded to students with a 3.0 or higher GPA. Students must attend a Catholic high school in the metropolitan area and must have financial need. Teachers award this scholarship.

### **Outstanding Boy and Girl (Mary Ann Lucas Scholarship)**

A \$150 scholarship is awarded to one boy and to one girl who will be attending Bishop Miede. The selection is made by teachers and is based upon criteria set by Bishop Miede High School.

### **Award Pins**

Each year, 8<sup>th</sup> grade graduates may be recognized for achievement in the content areas. Receiving Outstanding Student Awards recognizes students who are nominated in four academic subject areas. Teachers also nominate two students for "Most Improved."

## **STUDENT SERVICES**

### **LIBRARY**

St. Agnes maintains an excellent library. Students in Preschool through grades five have a scheduled library period each week. Older students have a scheduled time that teachers may use the Library to supplement the regular curriculum.

### **SCHOOL COUNSELOR**

St. Agnes has the services of a part-time counselor who meets with individual students, groups of students, parents, families and/or teachers. Guidance is provided to help students maximize their potential in their moral, social and academic growth. Counselor assistance is available for the early identification of difficulties and for intervention.

### **STUDENT IMPROVEMENT TEAM (SIT TEAM)**

The Student Improvement Team (SIT) is a school site team that uses a systematic problem-solving approach to assist students who are not progressing at a satisfactory rate. The Student Improvement Team develops strategies and organizes resources to assist students with these academic and behavioral needs. The SIT is comprised of the school's administrators, counselor, Learning Specialist, nurse, teachers, and appropriate community personnel as well as the parent and student.

### **Inclusion Centers**

The St. Agnes Learning Center offers a variety of services for students who have special needs and for any student, who needs support in their classroom, provided by two full-time special education teacher and two part-time aides. These services include support for students on Individual Education Plans and building 504 plans, Title I reading and math instruction, and support in the classrooms for students. Students who have specific learning or physical disabilities may be referred to the Shawnee Mission Special Education Program for supplemental services if their needs are not being fully met here at St. Agnes.

### **LEARNING DISABILITIES**

St. Agnes students with learning disabilities or learning problems identified by the Shawnee Mission Special Education staff are eligible to attend a Shawnee Mission Learning Center for part of the school day. Each student has an Individual Education Plan, which the Learning Center teacher uses to individualize each student's instruction.

### **SPEECH AND LANGUAGE**

If requested by a parent or teacher, a Shawnee Mission School District clinician will screen students for speech and/or language difficulties. Parents are informed if a problem exists and may seek their own services for therapy. Services for speech and language difficulties are provided by the Shawnee Mission School District to those students who qualify.

### **EDUCATION FOR THE ACADEMICALLY GIFTED**

St. Agnes offers an Enrichment program onsite for students showing high academic ability. Students are identified annually through standardized tests and teacher recommendations. Services are also provided by the Shawnee Mission School District through their Enhanced Learning Centers. Potential students are screened through the district based on classroom performance, test scores, and portfolio assessments.

### **CAFETERIA**

Lunch Cost:

Student Lunch:	\$2.50
Reduced Lunch:	\$0.40
Milk (ala carte)	\$0.25
Adult Lunch:	\$3.00
Extra Entrée:	\$1.00

Lunch money should be sent in a sealed envelope clearly marked **Ram's Café** with your child's name. All lunches are to be paid for in advanced. Notices of debt will be emailed to the parents. If no email address is available, a statement will be sent home to the parents. If parents fall behind by more than \$15 per child, you will be notified by phone and will need to pick your child(ren) up in the office each Thursday until account is rectified.

The Federal lunch program is available for those who qualify. The lunch is the same as a fully paid meal, and the student is not singled out in any way. Forms are available in the cafeteria or school office. The school benefits in several ways by your participation in this program. Other benefits may also be available to families who qualify, such as savings on home phone service.

Parents bringing lunch for students other than their own child must give the cafeteria at least two days notice. Students may only leave school grounds on special occasions with their parents for lunch.

We ask that all lunches that are brought from home or by a parent be healthy and limit the amount of sugar and soft drinks.

Parents are always welcome to join their children for lunch. Please call the school office or cafeteria in the morning if you plan to buy a lunch.

# DISCIPLINE

One of the most important lessons education should teach is discipline. While it does not appear as a subject, discipline underlies the whole educational structure. Discipline is training that develops self-control, character, orderliness and efficiency. It is the key to good conduct and proper consideration for others. We believe that teachers and parents share in the responsibility for the development of positive behaviors.

## **St. Agnes Catholic School Code of Conduct**

Our patron saint, St. Agnes of Rome, lived a life of faithfulness, integrity, love, patience, honesty, wisdom, determination, morality, generosity, respect for all and responsibility to herself, others, and most importantly God. At St. Agnes Catholic School, we expect our students to exemplify attitudes and actions, which reflect these virtues lived by our patron saint, St. Agnes. Parents, students, faculty, and staff must expend constant effort in growth and development toward this end. Policies and guidelines concerning behavior are aimed at bringing about the development of attitudes and actions, which are in keeping with these important virtues.

### **RAM'S EXPECTATIONS**

#### **Faith**

- We practice our faith in all that we do each day.
- We show reverence to God and others during Mass, prayer time, and our daily interactions with classmates, teachers, parents, and all whom we interact with each day.
- We pray every day.
- We study our faith.
- We welcome God in our lives.
- We see learning as holy work.
- We have fun together and participate in our parish community.
- We practice self-discipline as a model of Christ.

#### **Choose A Learning Attitude**

- We use our gifts and talents by learning well.
- We understand that there is always something else to learn, and look everywhere for an opportunity.
- Everyone makes mistakes! We choose to learn from our mistakes.
- Someone is learning from watching YOU right now.

#### **Respect Rights**

- We have the right to learn.
- We have the right to be treated with dignity.
- We believe being a Christian means learning to stand up for our own rights without stepping on the rights of someone else.

- We use self-control to respect the rights of our teachers to teach, and our peers to learn.
- We act in a caring manner, so the others may learn.
- We learn to know and value persons who are different from us.

#### **Be Responsible**

- We do the things that are our responsibility to do.
- We complete our work on time and to the best of our ability.
- We do our personal best each day by using the gifts and talents God has given us.
- We understand that others have a right to learn and enjoy school, so we don't gossip, disrespect, or interfere with another's school experience.
- We come to school (class) prepared and ready to learn.
- We are fully present each day. We are attentive and participate in classroom discussions and activities.

#### **Choose Integrity**

- We do the right thing, even if no one is watching.
- We are trustworthy, honest, faithful, generous and kind.
- We play fairly so others can depend on us.
- We treat others the way we want to be treated.
- We help everyone to feel welcome in our school.
- We are kind and courteous.

#### **Personal Best**

- We believe we can.
- We believe in ourselves.
- We know we are capable.
- We keep going when things are difficult.
- We are not afraid to ask for help.
- We know we are worthy of the best.
- We know we are made in God's image. It is our responsibility to God and ourselves to show that beauty inside us to everyone.

### **INTRODUCTION OF THE RAMS SYSTEM**

The RAMS System is a measure of social growth designed to assist staff and students in modifying inappropriate student behaviors, as well as teach pro-social skills, Christian attitudes, and the appropriate classroom behaviors necessary so all students are able to learn and participate in learning to the fullest extent possible. The RAMS System is composed of a four level semi-token economy designed to be used as a source of positive reinforcement. However, when necessary, there are penalties for violations of classroom social expectations.

There are four Rams Levels: White Level, Red Level, Gold Level, and RAMS Level. Every student begins the system at the White Level, and may advance to

higher levels based on his/her behavioral and work performance and program cooperation. There are privileges and opportunities connected to each level.

Each student will receive a card for 5 consecutive school days. The cards will be color coded depending on the student's level. These cards will be placed in plastic holders attached to lanyards and worn by students at all times.

Each card will contain five boxes. At the end of the school day, if the child has met all the expectations of a St. Agnes Student, he/she will receive a plus symbol in the box. However, if at any time a student is not meeting one of the expectations, he/she may receive a checkmark in the box. Checkmarks will be given for failure to meet both behavioral and academic expectations.

The goal of each student is to collect cards with all plus symbols. Once a student has collected two cards with all plus symbols, he/she will move up to the RED LEVEL. The next two cards collected with all plus symbols will move the child up to the GOLD LEVEL. Once the child reaches the GOLD LEVEL, they will need to collect three more cards with only plus symbols to be eligible for the RAMS LEVEL.

Advancement to each level is based upon the approval of the child's teacher. Any staff member can make a recommendation to the classroom teacher to have a student moved down a level. The classroom teacher will always be able to take a student down a level with or without a recommendation.

Students, who receive a check on their card, will receive a new card the following day, in order to get a fresh start. It is possible however to receive multiple checks within one day.

### **White Level**

#### **Benefits**

- Feedback reinforcement of behaviors

#### **Move-Up Points To Red**

- Students must collect two white cards with only plus symbols.

### **Red Level**

#### **Benefits**

- Feedback reinforcement of behaviors
- Student receives choice of weekly classroom privileges to be designated by the classroom teacher.

#### **Move-Up Points To Gold**

- Students must collect two red cards with only plus symbols.

### **Gold Level**

#### **Benefits**

- Feedback reinforcement of behaviors

- Student receives choice of weekly classroom privileges to be designated by the classroom teacher.
- Students earn Gold Friday. This is a designated free time set up by the classroom teacher. It may be extra recess, computer time, read-ins, etc.

#### Move-Up Points To RAMS

- Students must collect three gold cards with only plus symbols.
- No checks earned two weeks before RAMS
- Formal request letter with teacher's permission to grade level team to move up to RAMS
- Unanimous approval of grade level team to move up to RAMS

### **RAMS LEVEL**

#### Benefits

- Student receives choice of weekly classroom privileges to be designated by the classroom teacher.
- Students earn Gold Friday. This is a designated free time set up by the classroom teacher. It may be extra recess, computer time, read-ins, etc.
- RAMS students will be recognized at all assemblies.
- Students will collect RAMS cards to buy privileges. These privileges will vary based on the students' ages. However, the following are example or privileges that may be available for students to purchase with their RAMS cards.
  - 2 cards all pluses = lunch with the teacher of your choice
  - 3 cards all pluses = a free homework pass
  - 5 cards all pluses = A RAMS t-shirt to be worn on RAMS Tuesdays.
- Student will be notified of the rewards at each level at the beginning of the school year.

### **The "Ins and Outs" of the RAMS SYSTEM**

- Teachers will be firm with pluses given in each level.
- The RAMS Communication Sheet will be sent home each night to be signed. This sheet will let the parents know what kind of day their child had. The sheet will be placed in the student's Homework Folder. The Communication Sheet must be signed or a student will receive a check at the beginning of the next school day. This ensures communication between the school and parent.
- Each night the student is to bring home their planner in grades 2-8, and his/her homework folder. Students in Preschool-1<sup>st</sup> Grades will have a homework sheet that will be placed in the folder along with the point sheet. Inside the folder the students will keep the homework to be completed for the evening, as well as their communication sheet for the day. The **communication sheet and planner or homework**

**sheet in the early grades** are to be signed and discussed with the parent **each night** and returned **each morning**.

- Teachers will designate goal areas from the expectations each class period. The goals will be set for the class and individualized per student as needed.
- Checks and/or dropping a level can occur when a student is not following classroom rules. This includes the following behaviors: bullying, hitting, pushing, putting another student down, disrespect toward a teacher, destruction of property, physical aggression toward self or others, using bad language, or other behavior that is disrespectful toward self, teachers, staff, classmates, or visitors.
- If a child receives more than one check within a school day, they will be sent to the office to call home to discuss his/her behavior.
- When students receive 3 checks on a card, the teacher will contact the parent **immediately** to set up a meeting, in order to find a solution so the student may be successful. If the child has had 2 meetings with the teacher and parents to discuss the issue, and the behavior has not improved or been corrected; the parent, student, teacher or teachers, and administration and if necessary the school counselor, will meet to discuss placing the child on a behavioral and/or study skills contract. Checks start over when a child has reached a new level.
- When behavior is disruptive to the student's learning and/or his/her peer's learning, the student will be removed from the learning activity, in order to give the student time to refocus and others the opportunity to learn. Depending on the behavior the student may be moved to another area in the classroom, another classroom, a designated area in the hall, or to the office. During this time, the student may be asked to fill out a "Think Sheet" to explain his/her behavior and how the behavior can be corrected. The think sheet will go home in the child's homework folder and must be signed by the parent and returned the next day.
- If a student's behavior warrants an office referral, the student will call his/her parent to explain why he or she was asked to leave the learning environment and disrupt his/her learning and the learning of others.
- Students whose behavior is so disruptive or becomes physical may be asked to go home for the day. In this case, the student will not be allowed back into class the following day, until a meeting with the teacher, parent, and administration occurs.

- All students will be allowed to go to the next level when they have collected the required cards **and** have approval from the teacher.
- Cards must be worn at all time, with the exception of recess and PE, on the students' lanyards.
- We ask that students be honest when using the RAMS cards. Any dishonesty will result in a student being moved back a level. Parents will be notified, by the teacher, of the student's dishonesty.
- Once a student has reached the RAMS level, they are expected to display RAMS behavior and meet all the expectations at all times. When a student is not demonstrating RAMS behavior, even after appropriate warnings (via teacher judgment), they will be placed on RAMS Review. On RAMS Review, the student, parent, and teacher must sign a RAMS Review contract to resolve the inappropriate behaviors. During this time, students will not receive any RAMS privileges.
- RAMS students will be recognized each month at the Spirit Assemblies.

### **St. Agnes Catholic School Anti-Bullying Policy**

***I give you a new commandment: love one another. As I have loved you, so you also should love one another.***

***John 13:34***

St. Agnes Catholic School is committed to providing a Catholic, faith-filled environment for all students, employees, volunteers, and patrons in which Christ-like behaviors are ever present. This Catholic environment will be free from harassment, intimidation or bullying. If any such behaviors do occur, all community members will be able to tell and know that the incident is unacceptable and will be dealt with effectively in a Christ-like way.

Definition: "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, when the intentional written, verbal, **electronic**, or physical act: physically harms a student or damages the student's property; has the effect of substantially interfering with student's education; is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restorative of a positive, Christ-like environment, and support for the victims and others impacted by the violation of this policy.

**Prevention:**

1. St. Agnes Catholic School will communicate with all students, employees, volunteers, and patrons that bullying behaviors (**including cyberbullying**) will not be tolerated.
2. Bully prevention (**including cyberbullying**) lessons will be taught regularly by the counselor or classroom teacher with our Second Step Program.
3. School rules are posted in classrooms and students/parents will sign a behavior contract.
4. Religion classes will support the teachings of Jesus and Christ-like behaviors.

**Procedures:**

1. Report of incident is made to a trusted adult.
2. The incident is reviewed and appropriate measures are taken to correct the situation.
3. Reconciliation of students is the goal.
4. Each incident will be monitored to ensure repeat offences do not occur.
5. If such incident reoccurs, measures taken are at the discretion of the school’s administration.

**MAJOR DISCIPLINARY VIOLATIONS**

The following actions are considered major disciplinary violations; vandalism, theft, property destruction, bullying, fighting, inflicting bodily harm, possession, sale, or use of alcohol, drugs or drug paraphernalia, possession of weapons, firearms, or facsimiles of weapons and firearms, persistent abusive language and insubordination, and persistent minor violations. Major disciplinary violations may result in a student being called before the Disciplinary Review Board.

**DISCIPLINARY REVIEW BOARD**

The Disciplinary Review Board is comprised of the Pastor (or his designee), the Principal or Vice Principal, and two principals (or their designees) from other Catholic Schools within the Archdiocese.

## **IN-SCHOOL SUSPENSION**

If it is the recommendation of the Principal, Vice Principal, or Disciplinary Review Board that a student be placed in In-School Suspension, the following will take place:

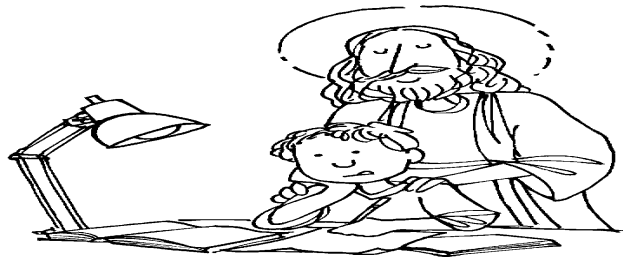
1. Parent will be notified.
2. The student will report to the school office by 7:50 a.m.
3. The student will be assigned to an area within the school and will be provided with supervision.
4. During the hours of 8:00 to 3:15, the student may be working on teacher assigned subject material. All work will be completed and handed in during In-School Suspension.
5. Lunch will be spent in the assigned area. The student will bring a sack lunch including drink.

The student is responsible for:

1. A substitute teacher may be hired to supervise the student while he/she is in the In-School Suspension. Parents/Students should expect to be responsible for this expense.
2. Completing assigned work. Teachers will provide assignments from their classroom and additional folders containing extra work.
3. Handing in homework the following day to receive credit. If this is done, the student will receive full credit. Failure to do this results in a zero.

## **DUE PROCESS**

St. Agnes Catholic School will follow all procedures relating to due process as described in the Archdiocesan Policy Manual.



## **STUDENT LIFE**

### **COMMUNITY SERVICE**

One of the goals of St. Agnes Catholic School is to provide an opportunity for a personal commitment to Catholic principles. To this end, we seek to directly involve the students in a variety of service-oriented projects, which benefit either those less fortunate or the school and parish directly. Service hours, for students in grades Kindergarten through Fifth, will be made available through school activities. Sixth graders are required to complete 10 service hours. Seventh graders are required to complete 15 service hours a year, and eighth graders are required to complete 20 hours of community service a year.

### **DRESS Code**

Uniforms must be worn by all students at St. Agnes from Kindergarten through 8<sup>th</sup> grade with the exception of students in the Montessori program. Students in the Montessori program, Pre-School, and Pre-kindergarten may wear comfortable play clothes. Families are encouraged to purchase uniforms from our supplier Educational Outfitters. Uniforms may be purchased from Educational Outfitters over the Internet using the on-line form at [www.educationaloutfitters.com](http://www.educationaloutfitters.com), or may be ordered by facsimile using a form downloaded from the web site or available in the school office. The FAX number for Educational Outfitters is 913-495-9489.

The purpose of our school uniform is to discourage competition in clothing, minimize socio-economic differences between families, assist families in the day-to-day job of getting children ready for school, encourage the students to approach the academic day in a business-like way, increase self-confidence and self-esteem by reducing peer pressure, and encourage, in the students and their families, a sense of unity and pride. Parents are expected to enforce the dress code. The Principal may approve occasional special days where exceptions to this dress code may be allowed for some or all of the students.

Uniforms must conform to the style available from our uniform supplier. It is strongly suggested that you visit our uniform supplier's website or stop by the school office to view the uniform style prior to purchasing uniform clothing from another source. No other style of uniform is permitted. Determining violations of uniform policy is at the discretion of the teachers and/or administrators of the school and may result in a behavioral check. Please refer to the disciplinary policy of this handbook for further information about the check and detention procedure. Any immodesty or inappropriateness of dress not covered by the following policy will be determined at the discretion of the principal and will be included in the same policy. Uniform violations which are repeated, consistent, or which interfere with student work will be considered serious and will be dealt with on an individual basis by the administration.

No logo other than the St. Agnes Catholic School logo may be visible on any article of clothing. This includes decorative stitching or other embellishment. Uniforms must be clean, neat, in proper repair (no holes, tears, excessive fading, slits deliberately cut, frayed or ragged), properly worn with shirts tucked in, and fit appropriately. Pants worn too low on the hips are unacceptable. Sweatpants, jackets and coats should not be worn in class. Students may receive an organizational check for failure to follow the dress code.

The girls' uniform consists of a polo style shirt, a jumper, skirt or skort, socks and shoes. Optionally, girls may wear slacks or shorts with a belt. Other clothing that may also be worn with the uniform includes a sweater or sweatshirt, shorts under the jumper or skirt and tights.

The boys' uniform consists of a shirt, slacks with a belt, socks and shoes. Optionally, boys may wear shorts with a belt. Other clothing that may be worn with the uniform includes a sweater or sweatshirt.

### **Shirts:**

- All students must wear a plain white or cardinal red polo-style collared short-sleeve or long-sleeve shirt or turtleneck of the style available from the uniform supplier.
- Capped sleeves are prohibited.
- A plain white tee shirt may be worn under a uniform shirt.
- A plain white long-sleeve tee shirt may be worn under a uniform shirt in cool or cold weather.
- All shirts must be neatly tucked into the pants, skirt, jumper, skort or shorts.

### **Sweaters and Sweatshirts:**

- All students may wear a navy or cardinal red crew-neck sweatshirt over a uniform shirt.
- All students may wear a navy or cardinal red crew neck, v-neck or cardigan sweater over a uniform shirt.
- Sweatshirts or sweaters may not be worn turned inside out or tied around the waist.
- Sweatshirts or sweaters with hoods are prohibited.

### **Pants and Shorts:**

- All students may wear solid navy chino-type slacks of the style available from the uniform supplier. No other style of slacks is permitted.
- All students may wear navy walking shorts of the style available from the uniform supplier during the 1st and 4th quarters of the school year. No other style of shorts is permitted.
- **Shorts must be to the knee or no more than two inches above the knee.**
- It is strongly recommended that students purchase slacks and shorts from our uniform supplier.
- If pants or shorts are purchased from another source, they must be of the style of those sold by our uniform supplier. No other style of pants or shorts is permitted.
- A plain black, brown or navy belt must be worn with all slacks and shorts.

### **Socks and Shoes:**

- Girls must wear plain **solid** navy, cardinal red or white ankle length to knee socks.
- Girls may also wear plain solid navy or white tights.
- Boys must wear plain solid navy or white socks.
- All students must wear tennis shoes, causal loafer-type shoes or dress shoes.
- No shoes that leave marks or hard-soled shoes may be worn in the gymnasium.
- Shoes with eyelets must have shoelaces and the shoelaces must be tied.
- Big boots are not allowed.
- Open-toed shoes, sandals, crocks, clogs and slides are prohibited at all times.
- Heels and soles of shoes may not exceed 1 inch.

### **Jumpers, Skirts and Skorts:**

- Girls in Kindergarten through 4th grade may wear the blue plaid jumper.
- Girls in 5th grade through 8th grade may wear the blue plaid skirt, or plaid skort.
- All girls may wear a navy blue skort of the style available from the uniform supplier. Skorts must be to the knee or no more than two inches above the knee. No other style of skort is permitted.
- Black or navy shorts must be worn beneath jumpers and skirts. Shorts worn under the uniform jumpers or skirts must be above the hemline so as not to show.
- **The hem of the jumper or skirt must be to the knee or no more than two inches above the knee.**

### **GIRLS' GROOMING CODE**

- **No makeup will be permitted in Pre-school – 6<sup>th</sup> grade.** Clear lip moisturizer will be allowed.
- **Girls in grades 7<sup>th</sup>-8<sup>th</sup> may wear light make-up.** No eye-liner, eye-shadow, glitter, or heavy lipstick will be allowed.
- Hair should be neat and clean. **Hair must be a natural hair color.**
- **One pair of earrings may be worn. Earrings are to be small and unobtrusive (no dangling earrings).** No other body piercing will be allowed.
- A single bracelet may be worn. No ankle bracelets will be allowed.
- **Excessive jewelry will not be permitted.**
- A single necklace, preferably religious, may be worn underneath the uniform shirts.
- Fingernails must be kept trim. No false nails are allowed.
- Tattoos, both permanent and temporary, are prohibited.

### **BOYS' GROOMING CODE**

- Hair may not extend beyond the collar of the shirt and may not be tucked in the collar of the shirt. Hair may not be below the eyebrows or past the midpoint of the ear.
- No unusual hairstyles, including, but not limited to, ponytails, shaved heads and designs cut into the hair, will be permitted. A #2 blade is the lowest allowed when getting a haircut. **Hair must be a natural hair color.**
- No body piercing, including earrings will be allowed.
- Excessive jewelry will not be permitted.
- Tattoos, both permanent and temporary, are prohibited.
- No facial hair will be allowed.

### **CASUAL DAYS AND OTHER SPECIAL DAYS**

On days other than when the school uniform is required, students will be expected to dress appropriately. Dressing appropriately means modestly. Sagging clothes and tee shirts with offensive words or graphics are not acceptable; for example no camouflage, no shirts with liquor, beer or tobacco logos. Low-cut shirts or shirts with spaghetti straps are not allowed. **Mini skirts or shorts that are not uniform length may not be worn on out of uniform days.** The Principal, Vice Principal, and classroom teacher reserve the right to determine acceptable dress and appearance. **The parents of inappropriately dressed students will be called to bring the child's uniform for the child to change. Students, who fail to follow the casual day rules, will lose the**

**privilege of dressing out of uniform on the next dress out day.** These same rules apply to field trips and school-sponsored activities. **Children who repeatedly do not follow the dress code for casual days will lose the privilege to dress down on these days.**

### **SPIRIT DAY**

St. Agnes is noted for its school spirit. On Spirit Day students are allowed to wear an appropriate style of jean pants during the 2<sup>nd</sup> and 3<sup>rd</sup> quarters, or jean shorts during the 1<sup>st</sup> and 4<sup>th</sup> quarters along with a red shirt. Jean pants need to fit appropriately. No low waisted or sagging jeans are allowed. Jean shorts need to be longer than fingertips. Each Spirit Day has a unique theme. Students are asked to bring a nonperishable food item to donate to the charity of the month to show community spirit.

### **PHYSICAL EDUCATION UNIFORMS**

Grades 6, 7 and 8 are required to dress out for P.E. Shorts and shirts worn for P.E. class must follow the school guidelines stated in the **Casual Days and Other Special Days** section. Coming to P.E. without proper attire will result in an organizational check.

All students are responsible for having "Gym" shoes on P.E. days. This means non-scuffing tennis shoes or those without black soles. **NO STUDENT WILL BE PERMITTED ON THE GYM FLOOR IN STREET SHOES.**

### **CELL PHONES & ELECTRONIC DEVICES**

**Cell phones and all other electronic devices are prohibited.** These devices are a distraction to the academic climate at St. Agnes Catholic School. If your child is a walker or you feel that they will need the use of a cell phone for an after school activity, your child should check his/her cell phone into the office in the morning and pick it up before leaving for the school day. However, cell phones must remain off until the child is off campus. Any violation of this policy will result in the cell phone being confiscated and placed in the school office. **The school is not responsible for any lost items.**

### **PERSONAL PROPERTY**

No radios, CD players, iPods, MP3 Players, toys, electronic games, skateboards, scooters, pagers, cell phones, trading cards, or other unnecessary personal property should be brought to school. Personal property taken away from a student as a result of a disciplinary action will be held in the school office and will only be returned to a parent. Students are discouraged from bringing unnecessary amounts of money to school. **The school is not responsible for any lost items.**

## **STUDENT COUNCIL**

St. Agnes has an active Student Council with representatives from grades six, seven and eight. The Council promotes leadership talents among students. Elections are held in September for Student Council officers and class representatives.

## **CATHOLIC YOUTH ORGANIZATION (CYO) SPORTS PROGRAMS**

Students in grades five through eight have the opportunity to participate in the Archdiocesan Catholic Youth Organization (CYO) sports program. Students may participate in Boys' Football, Girls' Volleyball, Boys' or Girls' Basketball and Boys' or Girls' Track.

## **YEARBOOK**

Students in the seventh and eighth grades have an opportunity to be on the yearbook staff. The yearbook staff is part of the Print Media elective.

## **TELEPHONE**

The school phone is primarily a business phone and is not to be used by students. Forgetting one's textbooks, homework, gym clothes or arranging to visit with another student after school are not acceptable reasons for using the telephone. Please make arrangements for your student's pickup before school so that students need not call home at the end of the day or on rainy or snowy days.

Parents are discouraged from calling students during school hours to speak directly to students. Every effort will be made to inform students of messages.

## **LOCKERS**

Lockers and locks are the property of St. Agnes Catholic School and not of the student. Lockers may legally be searched at any time to assure the safety of all students. Students who lose the lock will be charged \$10.00.

## **LOST AND FOUND**

Items will be maintained in the lost and found table in the school cafeteria. Small items will be kept in the school office. All items not claimed by the end of each quarter will be given to charity.

## **PARTY INVITATIONS**

In consideration of other students' feelings, we ask that party invitations not be distributed at school unless everyone (whole class, all the boys or all the girls) in a given room is invited. If all students are not included, please mail invitations directly to a child's home.

## **BIRTHDAYS**

We believe in celebrating the gift of our children. Upper grade students may ask permission to decorate lockers. Balloons, confetti or other distracting and unsafe decorations are not allowed. Only three students will be permitted to decorate a locker. Decorating should take place before school. Any balloon, cookie or flower bouquet items are to be delivered to the school office where they will be held for the student until the end of the school day. Birthday parties at school should be kept very simple. Teachers set aside approximately 10 minutes to celebrate a child's birthday. This gives the class ample time to sing "Happy Birthday" and eat the treats. **We recommend sending cookies, cupcakes, or other treats that are easy to pass out to the children.** For safety reasons, please refrain from passing out party favors.

## **BICYCLES**

Students are allowed to ride bikes to and from school. Please review with your student, proper bicycle safety and courtesy. We require that each student wear a safety helmet. Students may park their bikes in the racks at the south end of the building and by Father Condon Hall. All bikes must be locked. The school will not be responsible for damages or theft while bikes are parked in the racks. Permission to ride a bike to school will be withdrawn from any student who violates general rules of safety or courtesy. No student is to drive a motorized vehicle to school.

## **SCHOOL SAFETY**

### **FIRE AND TORNADO DRILLS**

Out of concern for student safety, St. Agnes complies fully with state and local regulation regarding safety drills. Drills are held monthly. Procedures for swift, safe school evacuation are periodically reviewed with the students.

If a fire alarm sounds, the school will be evacuated. Teachers and students will remain outside until an ALL CLEAR is signaled. If major fire damage occurs, students will be taken to a safe place (either the Church or Bishop Miege High School) to remain until parents are contacted.

If a tornado warning sounds during school hours, students will be taken to the safest parts of the school building until an ALL CLEAR signal is given. Students will not be dismissed until then.

## **GUESTS AND VISITORS**

Parents are always welcome to visit the school. We ask that you call ahead of time if you want to visit a classroom so that arrangements can be made to make your visit most productive. All visitors (parents and other students or adults) must sign in at the office and obtain a “visitor” badge before proceeding through the building. Unknown visitors without visitor badges will be stopped, asked to identify themselves and escorted to the office.

The VIRTUS program was created by the National Catholic Risk Retention Group as a means of education to prevent child sexual abuse. This program meets the guidelines for safe environments as required by the United States Conference of Catholic Bishops and was selected by the Archbishop and his advisors as the official Safe Environment Program for the Archdiocese of Kansas City in Kansas.

All volunteers and staff of the parish, school, or institution who have contact with children are required to attend a VIRTUS Awareness Session. Examples would be priests, principals, teachers, administrators, all employees of the Archdiocese, volunteers who have contact with children, religious education teachers, library assistants, day care employees and volunteers, all coaches, youth ministers, custodians, cafeteria & playground volunteers, volunteers for fundraisers that involve children, field trip volunteers, room parents, and classroom volunteers.

All adults of our faith community: parents, grandparents, friends, & neighbors are encouraged to attend a VIRTUS training. However, only employees and volunteers who work with children are required to attend.

In order to be an employee or volunteer who works with children in the parish you must attend a Virtus session. After the session you will begin receiving monthly training bulletins either by email or direct mail. These are short articles with a one-question response that needs to be answered. All employees and volunteers will be subject to a background check completed by our parish Virtus coordinator.

This program was put into place in order to protect all of God’s children. It was not meant to inconvenience parents or teachers, nor to keep parents from volunteering at their child’s school. Please know that we understand that our parish and school cannot function without the support of our parents and without volunteers. However, if we do not follow Archdiocesan policy on this matter it will affect our insurance coverage.

Our parish VIRTUS coordinator is Ms. Neona Russ. There are trainings each month throughout the Archdiocese. If you have questions you may contact her at (913) 262-1689.



## **PARENT LIFE**

### **PARENT TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization (PTO) is an active and dedicated group, which is supportive and helpful to the school in many ways. Both through a variety of fundraising activities and through personal assistance whenever requested, the PTO Board and its members are constantly lending a helping hand to the principal, staff and school. A few of the many activities include:

Spring Carnival	Labels for Education	Secret Pal
Coffee and Doughnuts	Library Aides	Spirit Wear
Cultural Arts/Assemblies	Lunch Bunch	Teacher Appreciation
Fall Book Fair	Home Room Parents	Luncheons
Great Books	School Beautification	Teacher Support

PTO meets the third Monday of each month in the school cafeteria at 7 p.m. or as otherwise indicated in the school calendar.

### **SCHOOL COUNCIL**

The School Council acts in an advisory capacity to the Pastor and to provide assistance in strengthening, expanding and protecting the future of St. Agnes Catholic School. The members are elected by school families or appointed by the pastor for a three-year term. . School Council meets the fourth Monday of each month in the rectory meeting room at 7 p.m. or as otherwise indicated in the school calendar.

## **AUCTION COMMITTEE**

The St. Agnes School Auction is a significant fundraiser aimed at improving St. Agnes Catholic School. Improvements completed with auction funds include the creation and maintenance of the computer/technology lab, playground equipment, helping fund gym improvements, and continuing education for teachers and enhancement of a foundation fund to ensure the financial security of St. Agnes School's future. All families are encouraged to donate one item or service, as well as volunteering time to organize, promote and conduct the Auction activities.

This year's Auction will be held in February of 2008. If you would like to participate on the Auction Committee, call Mo Orpin at school (262-1686) or home (432-7020) for meeting times and location.

## **MISCELLANEOUS**

### **CHECKS**

All returned checks (including those to the Cafeteria, PTO, etc.) will be assessed a \$15 fee payable in cash or money order. An additional \$5 fee will be charged each month that passes without payment for the check.

### **TEMPORARY CHANGE OF ADDRESS**

Parents who are away for an extended period of time and whose student will be staying at a different address need to notify the school office of a temporary change of address and a contact person in case of an emergency.

