

**FAMILY HANDBOOK
2011-2012**



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2011-2012 THEME:

FAITH. ACADEMICS. SERVICE!

School Handbook – 2011-2012

PRINCIPAL'S MESSAGE

The staff at St. Agnes Cathedral School welcomes you to the 2011-2012 year: **Faith. Academics. Service!** We look forward to another exciting and challenging school year. Everything that is offered to you in this handbook is meant to assist and lead you in reaching the goals that have been set by our faculty. We are here to help you reach these goals in any way we can. We encourage students to be active learners and active participants in their educational experience. We want the year you and your child spends at St. Agnes to be successful. The following pages in this handbook explain what you will need to know to make this year a success. Parents and students need to take time to read and discuss the handbook together.

We want each of you to feel that you are welcome at St. Agnes at anytime. We are continuing a mandatory ten hour family commitment of volunteering in our school. We need adults as volunteers to accomplish the plans we have for your child and we seek your time and talents. We especially request your support by getting involved in the Home and School Organization. Working together, we will be able to reach and accomplish many wonderful life-long experiences for the benefit of our students. We ask that you document your volunteer hours on the sheet provided in the Volunteer handbook that is published on our website.

It is our mission to educate all students in a safe Catholic environment and to make every effort to develop our students with a positive self esteem and love of God. We will provide a positive learning climate. We hope you find this handbook beneficial.

School correspondence will be almost totally electronic this year. We ask that you check your e-mail and our school's website (www.scspk12.org/st.agnes) often. Teachers will continue to post weekly letters, daily assignments and grades on-line. Progress and report cards will be e-mailed to you as scheduled on the monthly calendar.

In closing, we look forward to celebrating with you the spiritual growth and academic achievements of your child this school year. Please remember to communicate your thoughts and concerns with us throughout the year. Your child's teacher and I are here to serve you. Thus, if you have questions or concerns, please contact us. May God bless you for your faith and commitment to Catholic education.

Respectfully,
Jeanne Skahan, Principal

St. Agnes School



SPRINGFIELD
CATHOLIC
SCHOOLS

531 South Jefferson
Springfield, Missouri 65806
August 19, 2011

2011-2012 FAMILY HANDBOOK AGREEMENT

Dear St. Agnes School Families,

Please read and discuss our school handbook carefully with your child/ren. It is posted on our website at www.scspk12.org/stagnes. We ask that you and your child/ren sign this form stating that you have read the handbook and that you agree to abide by its contents. A separate form for each child is necessary. Students must return the form to their teacher by Friday, August 26th.

If you do not have access to the internet, please send a note with your child and I will provide a hardcopy of the handbook.

We appreciate your cooperation with this matter.

Respectfully,

Jeanne Skahan
Principal

We have read and discussed the 2011-2012 St. Agnes' Family Handbook and understand the policies included in this document. We agree to follow the rules and regulations in this document.

Parent/Guardian

Date

Student

Date

Grade

SPRINGFIELD CATHOLIC SCHOOLS' MISSION STATEMENT

The mission of Springfield Catholic Schools is to prepare students, with God's help, to spread the Kingdom of God and to contribute to the world as responsible Christian citizens by providing a caring family environment where the Catholic Faith is taught and modeled in an atmosphere of academic excellence.

ST. AGNES CATHEDRAL SCHOOL'S MISSION STATEMENT

We, the faculty and staff, at St. Agnes Cathedral School prepare our students to meet the challenges of the future rooted in the values and teaching of Jesus Christ and the Catholic Church.

ST. AGNES CATHEDRAL SCHOOL PHILOSOPHY

St. Agnes Cathedral School working together with the home, the Church, and the Springfield Catholic School System strives: to teach the Gospel message of Christ; to help students develop their own unique capabilities and talents; to build a community based on Jesus' command to love one another; and to lead students toward lifelong stewardship.

ACCREDITATION

St. Agnes Cathedral School is accredited through the National Federation of State Non-Public Schools. St. Agnes was granted accreditation status by the Missouri Chapter of the National Federation on Non-Public Schools State Accrediting Association in June, 2011. The certificate of accreditation is displayed in the building.

SCHOOL BOARD

The Springfield Catholic School System School Board is an elected body with general policy-making authority. The School Board establishes and monitors policies regarding the operation of the schools in concurrence with policies of the Springfield - Cape Girardeau Diocesan School Office. The School Board meets every second Thursday of the month at 7:00 p.m. Meetings are held at Springfield Catholic High School. Meetings are open and parents are encouraged to attend. Persons wishing to address the Board should contact the Board President or Director of Schools at least two weeks before the scheduled meeting to be included on the agenda.

SMOKE-FREE BUILDING

St. Agnes Cathedral School is a smoke-free building. Smoking is not allowed in the building/property during the school day or at school related functions.

GENERAL PROCEDURES FOR ADMISSION **ADMISSION**

Springfield Catholic Schools System is part of the teaching ministry of the Catholic Church. Our primary mission is identical to the parishes: to proclaim the Gospel Message, build community, and be educated for service. We are a parochial school system committed to fostering the faith development of our Catholic schools.

In recognition of the important role the parishes have in fostering the full development of our youth, our admissions producers require that our Catholic parents obtain written approval from their Pastor to complete the registration process.

Priority for admission into Springfield Catholic Schools program will be given to active Catholic families who are registered in a local Catholic parish.

STUDENTS-ENTRANCE AGE

A child must be 5 years old on or before July 31 to enter Kindergarten. In addition, the child must have completed the Kindergarten screening, which is provided free of charge by the local public school district in which the child resides. When transferring from another state, the approved state screening will be acceptable. Registration will not be final until screening results are received. To enter first grade, a child must be 6 on or before July 31. To enter Preschool, a child must be age 3 (3 year-old class) or 4 (4 year-old class) on or before July 31.

TRANSFER STUDENT POLICY

All transfer students, including home schooled and non-English speaking children, will be admitted on a probationary basis. Transfer student policy guidelines include the following:

1. The Transfer Student form will be completed prior to registration.
2. The Administrator, coordinator of special services, and other appropriate personnel may contact the former schools regarding the student's educational history. Only students who are in good standing at their prior school will be considered for enrollment.
3. The Administrator will conduct an interview with parents and student.
4. The Administrator will make the decision regarding enrollment and grade placement.
5. Transfer students will be admitted on a probationary status for 90 attendance days and may be extended. At the end of probationary period the student should have a passing grade average and adherence to school discipline policy.

The Administrator may:

- A) Remove the probationary status of the student
- B) Extend the probationary status of the student
- C) Dismiss the student from school

NONDISCRIMINATORY POLICY

St. Agnes Cathedral School admits students of any race, color, gender, handicap, age, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, handicap, age, national and ethnic origin in administration of its educational policies, admission policies, scholarships and loan program, and athletic and other school-administered programs.

PARENT COOPERATION AS A CONDITION OF ENROLLMENT

The education of a student is a partnership between the parents and the educational staff. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

GENERAL PROCEDURES **SCHOOL HOURS**

Office Hours -7:30-3:15 PM

Building Open- 7:30 AM

K-8 Classes- 8:15-3:15 PM

Pre-Kindergarten Hours 8:15-11:15 AM

Early Dismissal-School is dismissed at 1:30 the first Friday of each month.

Three 12:00/Noon dismissals are scheduled: Thursday of Parent Teacher conferences, Christmas break and the last day of the year. Lunch will NOT be served on these early dismissals.

Regular School Dismissal- 3:15 PM

Prime Time 3:15-6:30 PM, Operated by the Springfield Family YMCA 417-862-7456.

ATTENDANCE & TARDINESS

Regular school attendance and punctuality is a condition of enrollment at St. Agnes Cathedral School. If your child will be absent or tardy from school, please call the school office to report your child's tardy or absence before 9 am. All healthy children are expected to be at school for the full school day. Parents are discouraged from taking their student out of school except for family emergencies or doctors' appointments. Excessive absences and/or tardiness cannot be tolerated. **More than 5 days absent in a quarter may be considered neglect, according to the Division of Family Services, and may be reported as such to the Division.**

Students gone for less than 1 1/2 hours at the beginning, the end, or during the school day, are considered to be tardy. Students gone from school for more than 1 1/2 hours but less than 3 1/2 hours are counted as 1/2 day absent. Students gone for more than 3 1/2 hours are considered one full day absent.

NOTE: MAKE UP WORK...ANYWORK - If a student has been absent from school, the parent or guardian must make arrangements with the teacher or school secretary to pick up any textbooks or worksheets after 3:15. Assignments are posted on the classroom teacher's web page by 5 PM.

CAFETERIA

St. Agnes participates in the National Federal School Lunch Program. A nutritious lunch is available each regular school day. ***We discourage outside lunches from restaurants or fast food establishments to be brought into the school cafeteria.***

Students proceed immediately to the cafeteria when dismissed from class for lunch. All students must eat in the cafeteria, seated at tables. **Students may only leave the cafeteria during lunch with the permission of the cafeteria supervisor.**

Lunch menus are published monthly and posted on the school website. **We strongly encourage families who qualify for free or reduced lunches to take advantage of this benefit. Participation in these programs helps to raise revenues and maximizes eligibility for federal grants to support supplemental academic programs.** Parents who wish to participate in the federal free and reduced lunch program may apply at registration or at any time in the school office, in accord with eligibility guidelines. The Springfield Catholic School's Cafeteria Director determines the eligibility status of applications. The principal serves as the hearing officer if parents wish to contest the ruling. All federal free and reduced lunch program application information remains confidential.

MEAL COSTS

Breakfast

\$2.00 for 1 student breakfast (includes milk)

\$.50 for milk

Weekly costs=\$10.00

Monthly costs=\$40.00

Lunch

\$2.50 for 1 student lunch (includes milk)

\$1.50 for 1 jumbo (extra entrée only)

\$.50 for extra milk (or for students who bring their lunches)

\$3.50 for 1 adult lunch

Weekly costs=\$12.50

Monthly costs=\$50.00

Students may purchase only 1 jumbo with each student lunch purchase.

METHOD OF PAYMENT

Please send all lunch/breakfast money to school in a sealed envelope with your child's NAME, GRADE, and the AMOUNT OF MONEY enclosed written on the front of the envelope. If paying for multiple children, please make sure that all of your children's names and grades are on the front of the envelope. If the last name on the payment check is different than that student's last name please indicate the child's name in the memo section of the check.

STUDENT MEAL CHARGE PROCEDURES

Students will be issued a lunch card which will allow students to debit the purchase of lunch or milk from their personal account. There is a \$5.00 charge to replace lost or damaged lunch cards. Payment made to the student's account allows deductions to be made using the lunch card. Student balances can be viewed and verified online. Once a week, the cafeteria will send low/negative balance reminder notices. The student charge limit is \$10.00. If the negative charge limit is met and the account has not been reconciled, an e-mail notification will be sent home. If the charge limit is met and students do not have funds to pay for the next lunch, an alternate meal will be offered. The alternate lunch meal will be a cold cheese sandwich or peanut butter and jelly sandwich and one carton of milk. Therefore, it is very important to check your child's account balance frequently.

BIRTHDAY CELEBRATIONS/SNACKS

Please DO NOT send balloons, flowers, etc. to school for your child's birthday or any other celebration. To prevent hurt feelings we request that parents and students refrain from handing out any type of party invitations at school unless the ENTIRE CLASS or

ALL THE BOYS or ALL THE GIRLS in the class are being invited. Teacher permission is required.

Students who need a snack at recess may eat it at recess time. Parents are asked to send nutritional snacks to school. For safety, glass containers are not permitted. Parents should discuss with the teacher any plans to provide snacks for their class before the date.

Cookies are a good choice for birthday celebrations. For health reasons, cookies must be purchased from a store or bakery and come in the original container.

TELEPHONE/CELL PHONE

The school telephone is a business phone and is used by the teachers and office personnel. Students will not be able to use the telephone unless given permission by a teacher. Only in case of an emergency will a student be called to the telephone during classroom hours. Please try to limit telephone messages to your children. If you must leave a message for your child, call and leave a message with the school's administrative assistant.

In an effort to promote a healthy, safe environment, to remove distractions from the academic environment, and to protect the integrity of the curriculum, St. Agnes Cathedral School prohibit students from using and/or having cell phones or other electronic communication devices turned on during the school day this includes carline. ***Cell phones do not support learning and disrupt instruction. They are not to be visible, on, or used during the school day.*** Use of cell phones for emergency purposes or for the accommodation of a disability must be authorized by administration and documentation carried by the student.

1st offense School personnel confiscates the cell phone giving it to the principal. Cell phone will be returned to the student's parent/guardian at the end of three (3) school days.

2nd offense School personnel confiscates the cell phone giving it to the principal. The principal will return the cell phone to the student's parent/guardian at the end of ten (10) school days.

3rd offense School personnel confiscates the cell phone giving it to the principal. The principal will return the cell phone to the parent/guardian at the end of (30) school days.

If a cell phone is confiscated during a quiz, test or exam, the student may be subject to more serious disciplinary consequences.

St. Agnes Cathedral School is not responsible for any lost, stolen, or damaged cell phones. Parents should NOT contact students during the school day on their cell phones.

VISITING AND DROPPING OFF ITEMS TO STUDENTS

Visitors are welcome at St. Agnes. Please ring buzzer located at the northwest double glass doors for admittance to the building. As a safety precaution, visitors are required to sign in and obtain a visitor's pass at the school office before going anywhere in the

building. To protect our students, all doors to the school building will be locked during the school hours. As a courtesy to our teachers, visitors are asked to schedule a time to observe a class.

To avoid unnecessary classroom interruptions, please bring all items to the school office. Children not enrolled in St. Agnes School may NOT visit without a parent staying on the school property due to safety issues.

EMERGENCY FORMS

The school must have a Family Emergency Form on file for every student in the school. **If any information changes during the year, the office should be notified immediately.** It is very important that the school be able to easily and quickly reach at least one parent or specified responsible person during the school day. If you are going to be out of town, we ask that you advise the school office as to whom to contact in the case of an emergency. The parent will be asked to fill out a new form each new school year. An Emergency Form will be sent home with the oldest child on the first day of school and needs to be returned the following day.

ARRIVAL & DISMISSAL PROCEDURE

Students may be dropped off as early as 7:30 AM. Prekindergarten -6th grade students should go to the cafeteria until they are released at 8:00 AM. Students in grades 7th & 8th may go to the library before school. Your child is expected to be picked up between 3:15 and 3:30 and 1:30 on early dismissal Friday's. This ends the teachers' supervisory duties.

Please DO NOT PARK ANY WHERE IN THE CARLINE, staff parking lot on the north side of the building or on the south side of Elm Street. If you wish to park, we ask you use the Catholic Center's parking lot and walk over to meet your child.

MORNING CAR LINE - Enter the parking lot from Roberson Ave. If you wish to park and walk your child up to school, please park in the church parking lot only. Please enter the school using the middle set of double doors.

If you wish to just drop your child off in the morning, please follow the flow of traffic on the east side of the island. Move as far forward as possible. **BE PATIENT IN THE CAR LINE AND NEVER PASS THE CAR(S) IN FRONT OF YOU.**

AFTER SCHOOL CAR LINE- Enter the parking lot from Roberson Ave. Students will be standing with their class behind the cones. The car line will form on the east side of the island. If you wish to park and pick up your child, please park in the Catholic Center's parking lot and walk over.

PRESCHOOL CARLINE-Please enter the playground/carline from Elm and Exit onto Elm via the small parking lot on the north side of the building.

CURRICULUM

Students in Grades K-8 are offered a full elementary school curriculum that includes religion, reading, math, language arts, social studies, science, physical education, music, art, Spanish (K-8) and computer instruction. Specific information on topics, skills and methods for instruction will be given to parents on Parent Information Night in the fall. A curriculum guide is available for preview in the Principal's Office.

St. Agnes enhances the curriculum by bringing in guest speakers. Other curricular enhancements may include student participation in various academic contests, musical experiences, and field trips.

PROTECTING GOD'S CHILDREN

Students will also have instruction in "Virtus, The Protecting God's Children Touching Safety Program." Notification of when this lesson will be taught will be on the teacher's website. An OPT OUT Form for parents who do not want their child to participate will be available online. New parents are given "A Guide for Parents, Guardians, and Other Caring Adults" at the New Family Orientation in August. A parent session of "Protecting God's Children" will be held at the first Home & School Meeting of the year scheduled in September. Materials are available for parents to view in the school office.

TESTING

Testing programs are planned for all students Grades 2-8 in order to supervise their progress and evaluate programs within the school.

The Iowa Test of Basic Skills (ITBS) is administered in the fall in order to provide data in diagnostic testing. Grades 2-8 take the Achievement Test and grade 3 in addition takes the Cognitive Abilities Test.

The Assessment of Catholic Religious Education (ACRE), administered in January to Grades 5 & 8 is an integrated, multi-level assessment instrument designed to assist school leaders to evaluate the effectiveness of their religious education and catechetical program.

INDIVIDUALS WITH DISABILITIES

The Springfield Catholic School System attempts to address the special learning needs of all students within the parameters of the system's human and financial resources according to guidelines. Students are considered for enrollment when educational resources and programming are available which can address their specific needs and allow them to be successful.

The goal of educating students with special needs-whenver their need to academics or health, physical or emotional concerns-is successful mastery of the regular curriculum is the regular classroom setting.

The Springfield Catholic School System provides for a normal range of learning differences and serves students whose instructional program requires minimal adjustments. The system does not offer direct special education instruction. It does, however, provide administrative services to coordinate with resident public schools, the screening and diagnostic evaluation of students and the development of an Individual Service Plan. Direct special education services are provided by the public school district in which the child resides with input and support from the Springfield Catholic Schools System.

Adjustments that allow a student access to the general curriculum, but do not fundamentally lower the standard or expectation of the course, are available to students on an individual basis determined by learning needs and a documented disability. Adjustments do not release students from demonstrating the required knowledge. Rather, adjustments provide students with disabilities the support they need to demonstrate what they know and understand.

The Springfield Catholic Schools System strives to address and make appropriate adjustments for special learning needs, but in some cases it may not be feasible. If the system does not have the resources to address the need that has emerged, if an appropriate education requires more than the minimal adjustments, if the student seriously disrupts other students' learning, or if the student puts the safety of staff or other students at risk enrollment may be terminated. In such cases, the Springfield Catholic School System will assist families in finding appropriate alternatives so that the student's needs are ultimately met.

PHYSICAL EDUCATION

Physical Education is an integral part of the instructional program. All children will be required to participate unless a doctor's excuse is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A daily note will be satisfactory for up to three consecutive P.E. classes. After that a doctor's statement is required. Physical Education is graded according to a student's participation, positive attitude, sportsmanship, and behavior. **All students are required to wear tennis/athletic shoes for P.E.**

MUSIC-BAND

Vocal music is offered for students in PK–eighth grades. Students in grades 6-8 are given the option to participate in Band as an alternative to vocal music. Students in Music and in Band are strongly encouraged to attend scheduled performances. Performance attendance is included in the grading rubric.

FIELD TRIPS

Field trips are an important part of a child's educational experience. **However, field trips are a privilege and no student has an absolute right to participate.** All field trips must be educational in nature. A parent permission slip will be sent home notifying a parent of

a field trip during school hours. Parents are asked to sign the form and return it to their child's teacher. Children will not be allowed to leave school on a field trip without a signed parent permission form. Verbal permission is not permissible. A copy of the permission slip is provided for you in the back of this handbook and on the school's website and may be faxed to the school office. Our fax number is 866-2906.

All volunteer drivers for field trips must be 21 years of age and have completed a Diocesan Volunteer Driver's Agreement before driving for a field trip. We request that volunteer drivers do not bring younger siblings on field trips so that their full attention can be given to those students they are responsible for supervising. Volunteer drivers must follow the specified route to and from the destination without deviation.

TECHNOLOGY

Computer and electronic information services including the Internet are available to students at our school. St. Agnes School strongly believes in the educational value of such electronic services and recognizes the potential of such to support our curriculum and student learning. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. St. Agnes School will make every effort to protect students and teachers from any misuses or abuses as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service. While electronic information resources offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and parents. The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration will decide what appropriate use is. The administration of St. Agnes School may deny, revoke, or suspend specific user accounts at any time it deems necessary. Inappropriate use includes, but is not limited to these violations:

- *using the network to send or receive email during the school day for **non-academic use**
- *using the network for commercial activities for profit or product advertisement
- *using copyrighted material in reports without permission
- *using the system for illegal purposes
- *degrading or disrupting equipment or system performance
- *using the network to access a file that contains pornography or racist content
- *using the network to send/receive inflammatory messages
- *vandalizing the system and/or damaging the software components
- *using the network to improperly access, misappropriate, or misuse the files, data, or information of others
- *using the network to send/receive a message that is inconsistent with the school's code of conduct
- *using the network to send/receive messages that are sexist and contain obscenities
- *using the network to provide addresses or other personal information that others may use inappropriately
- *using the network for sending and receiving a large number of personal messages

*using the network for chat rooms and instant messaging

All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to disciplinary action or prosecution. Parent and students must sign an **“Acceptable Use Policy”** to access the internet. When signed by you and your guardian/parent, it becomes a legally binding contract. If any user violates these provisions, access to the computer/electronic information services may be denied and you will be subject to disciplinary action.

LIBRARY

The library is a vital component of our program. It is used for research and to promote the love of reading. Students have weekly library sessions with the help of volunteers. It is the responsibility of the students/parents to pay full cost of a lost or stolen library book.

CHILDREN’S LITURGIES

St. Agnes Cathedral School’s children’s liturgies are part of our religious curriculum. School children attend 8:30 am Mass once a week. Grades 1-8 takes turns in preparing and in leading the celebration of the Eucharist. The children’s Mass schedule is noted on your monthly calendar. Parents are welcome and encouraged to attend our weekly Liturgies.

HEALTH

All Springfield Catholic School students must comply with the health requirements determined by the Missouri and U.S. Department of Health with regard to immunization. Our school nurse will coordinate efforts to keep and upgrade health records of students as well as to coordinate other health related programs. She has the authority to see that all students are compliant with health department laws and may determine, with the administrators, if action should be taken in cases of non-compliance. The nurse is available for advice related to health issues.

Children should be kept home from school when they are not well enough to actively participate in the school day, both for their sake and the sake of other children in the school. Students returning to school after an illness should be free of flu symptoms and fever for a minimum of 24 hours. If the school office personnel or the nurse calls to request that you pick up your child because of sickness or injury, we would expect the family to make whatever arrangements necessary to pick up the child in a timely manner.

School personnel have been directed by Diocesan policy not to administer any medication to students at school unless that medication is a prescription and is in the original prescription container with dosages specified, accompanied by written parental permission. Special arrangements can be made with the administration to keep

medication for certain medical conditions. All other prescription medication needs to be brought to school on a day-to-day basis. A form is available from the school nurse for dispensing any medication. "Over the counter (OTC) medications may be given at school for a period of three (3) consecutive days with written permission from the parent/guardian. After three (3) days the school will require the completion of the Springfield Catholic Schools Medication Administration form. Medication to be administered at school must be in the original container." (Policy 1.34) The use or possession of tobacco, alcohol, illegal drugs or unauthorized prescription medications is prohibited on all school campuses and at all school-related functions. St. Agnes School follows Missouri State law regarding mandatory reporting of possession of drugs. Penalties will be in accordance with Diocesan guidelines.

SCHOOL ASBESTOS REMOVAL

St. Agnes Cathedral School families should be informed that there is asbestos present in our school. The asbestos found is non-friable and does not present a hazard in its present form. St. Agnes School is in compliance with AHERA regulations. The Asbestos Management Plan is kept and available in the school office.

COMMUNICATIONS

The staff of St. Agnes Cathedral School recognizes that parents are the primary educators of their children. Since the parents authorize the school to serve as an extension of the educational process of the home, the attitude of parents toward the school and educational process should be one of respect and support. Parents are encouraged to share their honest suggestions and feedback through the proper channels. Parents are expected to support the school (teachers & administration) with the consequences imposed upon your child due to the actions of your child.

PARENT-SCHOOL COMMUNICATIONS

Consistent communication and contact between the home and school is essential if the school and parents are to work hand in hand. All letters, calendars and lunch menus will be e-mailed home and posted on the school's website on Fridays. Please notify the office if you do not have regular access to the internet.

PARENT-TEACHER CONFERENCES

Parents will have an individual conference with the teacher at the end of the first quarter. An appointment time will be scheduled for each child. Parents are encouraged to attend these conferences.

Parents are urged to consult with the teacher of their children and should feel free to do

so at any time throughout the school year. These contacts and consultations should be made outside the regular classroom hours.

REPORTS TO PARENTS

Progress reports and report cards are given quarterly and are e-mailed home. . The office will notify parents when the progress report and report cards are going to be sent electronically. Parents may check grades online. Grading criteria for grades K-8 are provided by the Diocese and are indicated on the report card.

Grading Criteria

100-93

92-85

84-76

75-70

Below 70

Art, Spanish & Technology grades may be “S”=satisfactory and “U”=unsatisfactory depending upon the grade level.

HONOR ROLL

Students in grades 5, 6, 7, & 8 receiving all A's and/or B's on any of the four quarter report cards will be considered on the St. Agnes Honor Roll.

WEB SITE

The St. Agnes Cathedral School web site address is www.scspk12.org/stagnes. Parents & students should check the Office and the teacher's webpage weekly. Homework is posted daily. The school and classroom teachers will make every attempt to post important information and announcements on their webpage.

E-MAIL ADDRESSES

All St. Agnes employees' email addresses are: first initial, last name @scspk12.org, i.e. jskahan@scspk12.org.

HOME AND SCHOOL ORGANIZATION

The Home & School Organization will be recognized for their proactive efforts to enhance the St. Agnes Cathedral School Community. All parents are strongly encouraged

to attend Home & School meetings. All homeroom parents are required to attend Home and School meetings. Home and School is designed to be mutually beneficial for the administration, faculty, staff, parents and especially our students.

The goals of Home & School are:

1. Greater participation of parents, teachers, staff and students through better communication efforts of the Home and School.
2. Financially supplement the school budget based on the current needs and requests as defined by teachers and parents.
3. On-going parent education.
4. Safety & security issues of students.

USE OF STUDENT INFORMATION PICTURES

St. Agnes Cathedral School reserves the right to use student pictures and names on the school's website. Any parents who does not wish his or her child's picture and/or name used in publications and on the website must notify the principal in writing prior to the beginning of the school year.

CONFIDENTIALITY

Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher's concerns. Parents in partnership with the school are expected to uphold these same standards of confidentiality.

REVIEW OF RECORDS

Parents are allowed to review school records. A 24-hour, written notice is requested for this review. St. Agnes Cathedral School abides by the provisions of the Buckley Amendment with the respect to the right of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic record and to other school related information regarding the child. If there is a court order specifying that there will be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

CUSTODY AND RELEASE OF MINORS

It is the responsibility of the parent or guardian to inform the school of custody status and subsequent changes and arrangements. No authorized organization, agency, or person may be allowed to visit or assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized in writing

by the parents or guardian. In order to cooperate with students and family needs, the school should be informed of custody arrangements. Parents may sign a Durable/Non-durable Power of Attorney giving the school permission to discuss their child with a grandparent or another designated person. This document will be kept in the child's file for one year.

ACADEMIC EXPECTATIONS

Students are expected to do their best to reach their potential and allow other students to reach theirs. Specifically, each student is expected to:

- Come to class with properly completed assignments when they are due.
- Be attentive in class.
- Raise hand to speak.
- Have necessary supplies
- Perform own work.
- Make -up work after an absence within a **reasonable** amount of time.

To create consistency and avoid surprises from one grade level to the next, these expectations are identical for every grade from kindergarten to eighth. Consequences, however, will vary from different grade levels due to the difference in age and maturity.

HOMEWORK POLICY

Students should spend approximately 10 minutes per grade level each night on homework. Homework assignments will be educationally sound, relevant to the current classroom experience, and designed to promote greater parental respect of the school program rather than cause disruption in the home.

It is the student's responsibility to complete all homework assignments. Students are expected to write their assignments in their school planners.

When your child is absent from school, check the teacher's webpage for daily assignments which are posted under a homework link. Teachers **will not** be expected to provide homework assignments in advance for students who will be absent.

WINGS HOMEWORK POLICY

Students participating in the WINGS program are involved in a shared home/school/WINGS Center curriculum. This curriculum presents unique situations to the school's professional staff, participating students, and the involved families.

The WINGS student shall be excused from standard classroom assignments and activities missed on the day he participates in the WINGS program. The Wings student is responsible for the concepts, principles, and strategies developed on the day he participates in the WINGS program. The student is not excused from the accountability associated with these missed concepts and should access the Homework Link for

information on daily activities...

The teacher will avoid if possible scheduling major tests, assignment due dates for major projects, field trips, etc. on the day students are attending the WINGS program.

STUDENT BEHAVIOR AND DISCIPLINE

St. Agnes Cathedral School exists to provide a Catholic atmosphere whereby parents, teachers, staff and peers surround the students with the support, boundaries and structure they need for a nurturing and safe environment. Teachers and students should understand that their first obligation in a Catholic School is to respect the dignity of all members of the school community..

Classroom rules and consequences are explained and discussed with students. When students exhibit problem behaviors and break rules repeatedly, parents will be informed. Their support and insight are invaluable.

Our goal is to teach that each child is worthy and deserving of respect. With this in mind, we strive to teach children self-discipline. Children need adults who will consistently model values and actions that are in accord with our Catholic philosophy. The uniqueness of each child must be considered thus not all students will be treated the exact same but fairly and justly.

Students, who choose to violate school rules and thus detract from the classroom, also choose to accept the consequences of their actions.

General Discipline

No handbook can anticipate and address every situation that may arise. The administration at St. Agnes reserves the right to make decisions regarding circumstances not addressed in this handbook.

Discipline is an integral part of the learning process. No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the right of teachers, students, staff, volunteers and principal. Students should express their ideas and opinions in a respectful manner.

Students enrolled at St. Agnes Cathedral School who engage in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, its students, or the learning environment may be disciplined by school officials.

Corrective actions will be taken for behavior infractions. These may include: detention after school hours, restitution for damage, loss of privileges, telephone calls to parents, loss of recess, probation, suspension and expulsion.

In the case of probation, suspension, and or expulsion parents will be notified. A formal written warning stating the conditions will be outlined. Terms of the probation will be

explained in writing by the principal and/or teachers and reviewed with the student and parent during the probationary time.

Students may be detained after class hours for behavior infractions. Parents will receive notification prior to detention.

Suspension means that a student may not be allowed to attend school or any Springfield Catholic School's in or out of school activity for a certain period of time. This would include any school sponsored sports or extra-curricular activities. The student is responsible for the work missed during the suspension. It may also be necessary for students to serve an in-school suspension. This means that the student will not be allowed to enter the classroom and will do class work in the office under the supervision of the principal.

Expulsion may occur after all efforts had been made to resolve the problems and when in the opinion of the principal, the student's continued presence would be detrimental to the good of the whole.

In all cases, the principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Rite of Appeal

The student or parents have the right of appeal in the disciplinary actions of suspension and expulsion. The first appeal is to be made to the principal of the school. If the parents or student are not satisfied with the principal's decision of appeal, they may then appeal to the school board through the Director of Schools.

St. Agnes Cathedral School follows the Diocesan policies and Safe Schools Act for student behavior and discipline.

DIOCESAN POLICY #5500

“Discipline is not a form of punishment. Its purposes are:

- A. To help each student become more responsible to him or herself and to others.
- B. To educate and assist students in developing self-control.
- C. To promote classroom situations conducive to learning.
- D. To create a harmonious school and classroom atmosphere.

Discipline is attained when students in a classroom and school cooperatively work with principal, teachers and companions toward the attainment of the class and school objectives.”

DIOCESAN SEXUAL HARASSMENT POLICY # 5535

Any person who believes that he or she has been sexually harassed or subjected to other unlawful harassment should immediately report the matter to his or her supervisor, pastor, principal, or the Chancellor of the Diocese. Any one who becomes aware of any possible sexual harassment should immediately advise the supervisor, pastor, principal, or Chancellor. The supervisor, pastor, principal should then report the complaint to the Chancellor of the Diocese who will direct the investigation. The complaint will be investigated in as confidential manner as possible. A resolution of the issue will be offered within 60 days of the complaint and appropriate action taken. There will be no retaliation against persons complaining of harassment or against any persons who assist or give information in support of such complaints. If there are any complaints of retaliation, they should be brought to the attention of the Chancellor of the Diocese.

DIOCESAN POLICY #5600

“Every effort should be made to avoid suspending a student from school. The principal can suspend a student from school for a justifiable reason, but in so doing judges this to be a course of action that will be preventive and corrective. If, however, a suspension is warranted, parents are to be personally notified of the suspension of their child and also notified by mail by the principal.

Possible causes for suspension include, but are not limited to:

- A. Open defiance of school authority
- B. Striking a teacher or other school personnel
- C. Possession or consumption of an alcoholic beverage at school or a school-related function
- D. Possession or use of a controlled substance at school or a school-related functions
- E. Possession or use of a weapon or anything that would threaten the welfare of anyone present in the school or at a school-related function (immediate suspension)
- F. Any verbal threat or physical threat of violence.”

DIOCESAN POLICY #5610

“A student may not be suspended from school for the same offense for more than 10 consecutive school days. In a more serious matter, the principal in consultation with the pastor of the school or president of the board may take other action as they see fit.”

DIOCESAN POLICY #5620

“The expulsion of a student by the principal from a Catholic school is very serious and

this action should be evoked only as a last resort. Moral delinquency is a sufficient reason for expelling if the delinquency is persistent or has a bad influence on the other students in the school. The following are additional causes for expulsion:

A. Civil marriage

B. Selling of a controlled substance at school or a school related function

C. A second offense during the school year of either possession or use of a controlled substance or possession or consumption of an alcoholic beverage at school or school-related functions.

D. For a violation for which there were two disciplinary suspensions during the school year

E. For any other conduct or activity of a serious nature that is considered harmful to the school's reputation, or is contradictory to Catholic moral teachings and principals.

STUDENT USAGE OF ELECTRONIC DEVICES

CELL PHONES and any other electronic device must be kept OFF and in the student's backpack until the student leaves the school premises unless given permission. This includes the lunch periods, passing periods, the playground, carline, as well as on school sponsored trips. "Using" refers to not only the making and receiving of calls, but texting messages and receiving text messages.

POSSESSION OF WEAPONS

In order to provide a safe environment, the possession of fire arms and/or weapons, including concealed weapons, by a student or an adult, in a vehicle, on the school's premises or property is prohibited. This penalty shall not apply to duty authorized law enforcement or security officers. Penalties shall be in accordance with state and local law and diocesan guidelines.

CHEATING AND PLAGERISM

Cheating and plagiarism are not tolerated. (Plagiarism is a stealing the words, ideas, etc., of another and using them as one's own. Persons who plagiarize do not give proper credit for the ideas or quotations of others.) Students caught cheating, in any way; automatically earn a "0" on the assignment, project, quiz and/or test in which they were dishonest. Students who assist others in cheating earn the same grade. A student earns a "0", in the case of plagiarism.

CODE OF CONDUCT

Participation in student activities is a privilege and not a right. Creditable citizenship shall be one of the criteria for participation in school activities. Creditable citizenship includes such things as regular and punctual attendance and a quality of conduct that promotes the best interests on the school. Therefore, students shall exhibit standards of behavior that will bring credit to the student, the activity, the school and the community.

Student activities at St. Agnes School or other Springfield Catholic School provide a program for students to pursue special interests in addition to the more formal class activities. Student activities help develop leadership abilities, promote school spirit and loyalty, establish habits of good citizenship, and provide opportunities to learn to work as a part of a group. Although student activities are important for the all-around development of students they must necessarily be secondary importance. Regular classroom work must come first.

Students who attend St. Agnes School should model Christian conduct and decorum while at school, during all school-sponsored events, and/or when representing our school.

When students attend events/activities as representatives of St. Agnes School, their conduct not only reflects on themselves and their families, but also on the entire school and Church community. Hence, behavior outside of school which harms the image of our school or displays attitudes which are contrary to Catholic beliefs and practice may result in disciplinary action.

SCHOOL DRESS AND UNIFORM

Students in grades K-8 are required to wear the school uniform. ***The length of uniform skirts, shorts and skorts are not to be hemmed. Exceptions must be approved by the principal.*** The uniform code is included in this handbook. Body piercing, tattoos artificial nails and gaudy jewelry are not permitted. An exception to this is one stud earring or one small hoop earring per ear. Make-up and nail polish are to be worn modestly. Hair extensions or headbands may not be disruptive. Girls' and boys' hair will not be disruptive to the learning environment. Students may be asked to remove the distraction. Both eyebrows must be visible and boys' hair must be off the shirt collar. For safety reasons, sport sandals or "flip flops" are not to be worn at any time. Shoes must have BACKS. Other issues related to cleanliness or neatness of the uniform or general appearance of students, although not specifically addressed in the school dress code, can be judged appropriate or inappropriate by the classroom teacher & administration. T-shirts worn under uniform shirt must be the same color as uniform shirts. If the administration determines that a student's appearance is distracting to the educational process at St. Agnes School or diminishes the reputation of the school, they will request that the student make modifications and will expect that the parents will cooperate with, and help to enforce, these requests.

Preschool students should dress modestly and appropriately for the weather. Students should wear tennis/athletic shoes for safety purposes.

***Non-uniform days**, including **uniform buy-out days**, are announced to parents. Students may wear jeans and a t-shirt only. Shirts displaying alcohol or rock group advertisements will not be permitted. .

TEXTBOOKS AND EQUIPMENT

Students are responsible for all books and equipment issued to him/her. Students are assigned textbooks and equipment which they will be responsible for if damaged, lost or stolen. The full cost of a lost or stolen item must be paid before the student leaves for the summer break.

CLOSING OF SCHOOL

In the case of inclement weather, please listen to local radio, TV stations and the school's website. The Director of the Springfield Catholic Schools will make the determination if school will be closed.

JUNIOR HIGH SPORTS

The athletic program at the 7th & 8th grade levels consists of boys and girls basketball, cross country, track, and cheerleading. The programs are governed by Missouri State High School Athletic Association (MSHSAA) guidelines.

According to MSHSAA standards, a student must have been promoted to a higher grade at the close of the previous year; however, any such student who failed more than two scheduled subjects, shall be ineligible the following semester.

Each student shall maintain a C average, with no more than one F, during each grading period. If the student does not meet this guideline, he/she may NOT practice, and may NOT participate in games. At progress report time, the student will be re-evaluated and may rejoin the team, if grades indicate this.

The use of tobacco, alcohol, and/or drugs will result in dismissal from the activity.

Junior High parents and students who are active in junior high sports will be required to cooperate with the Springfield Catholic School's Code of Conduct. A doctor's physical is required for these programs.

TUITION AND FEES

Please refer to School Board policies: 1.21, 1.22, and 1.23 for all information related to tuition or contact our Central Office at: 865-5567. The SCS policy manual is posted on the Springfield Catholic Schools' home page: www.scspk12.org.

CRISIS MANAGEMENT

Springfield Catholic Schools together with St. Agnes Cathedral School has a written

Crisis Management Plan. This Plan is on file in the school office and is available for parents upon request. In the case of a school evacuation students will be taken to the St. Agnes School gymnasium at the Catholic Center.

MISSOURI'S CHILD PROTECTION AND REFORMATION ACT

St. Agnes School abides by the state of Missouri's Child Protection and Reformation Act (RSMO 210). The law requires school personnel having reasonable cause to believe that a child known to them, in their professional capacity may be an abused or neglected child, MUST report their suspicion to the Department of Family Services.

ADMINISTRATIVE GUIDELINES

All local guidelines, policies and regulations contained in this student handbook are subject to the diocesan Catholic School Manual. During the year, St. Agnes administration may need to revise, update and/or add to guidelines, regulations and/or policies included in this student guide. Parents will be given prompt notification.

THE SCHOOL ADMINISTRATOR HAS FINAL RECOURSE OR CAN WAIVE ANY OR ALL REGULATIONS AT HIS/HER DISCRETION.

Uniform Code-Springfield Catholic Elementary Schools 2011-2012

Springfield Catholic K-8 Schools

Girls Uniform Plaid Items:

Girls grades K-3: *Jumper or* Skort

Girls grades 4-8: *Jumper,* Skirt, or* Skort

Two styles: fully pleated or double-kick pleat

***Jumper, skirt and skort may not be worn more than 2" above the top of the knee.**

All other uniform items:

Girls Grades K-5

*Navy Pants or Shorts (Shorts may be worn any month of the school year)

***Two styles: flat or pleated front**

White Peter Pan collar blouses – short or long sleeve

White or hunter green knit shirts – short or long sleeve

Navy cardigan sweater

Dark solid color belt (optional)

Green or navy sweatshirts (must be appropriate fit and purchased through Home & School)

Solid socks, footed tights or plain, hemmed, ankle-length leggings in white or navy

Boys Grade K-5

*Navy pants or shorts(Shorts may be worn any time of the school year)

***Two styles: flat or pleated front**

White oxford cloth shirt – short or long sleeve

White or hunter green knit shirt – short or long sleeve

Dark solid color belt (optional)

Green or navy sweatshirt (must be appropriate fit and purchased through Home & School)

Solid white or navy socks

Girls Grades 6-8

*Navy or Khaki pants, capris or shorts (Shorts may be worn any time of the school year)

***Two styles: flat or pleated front**

White oxford cloth shirt – short or long sleeve

White, hunter green or navy knit shirts – short or long sleeve

Navy cardigan sweater

Dark solid color belt

Green or navy sweatshirts or fleece (must be appropriate fit and purchased through Home & School)

Solid socks, footed tights or plain, hemmed, ankle-length leggings in white or navy

Boys Grades 6-8

Navy or Khaki pants or shorts (Shorts may be worn any month of the school year)

***Two styles: flat or pleated front**

White oxford cloth shirt – short or long sleeve

White, hunter green or navy knit shirts – short or long sleeve

Dark solid color belt

Green or navy sweatshirts or fleece (must be appropriate fit and purchased through Home & School)

Solid white or navy socks

Shoes must be soft soled. No sandals, flip-flops or backless shoes.

Springfield Catholic School suppliers are Work Apparel Store and Anna Sophia's.

The items listed are what are available through our suppliers in compliance with the uniform policy. You are not required to purchase every option but should order the items that best fit your child's needs.

Below are the uniform suppliers for our Catholic grade schools:

Anna Sophia's
The Brentwood Center
2714 S Glenstone
Springfield MO 65804
(417)890-1563
annasophias@sbcglobal.net

Land's End
landsend.com

These vendors are the suppliers we have chosen to carry our line of uniform. In order to have our students dressed uniformly, we ask that you purchase from the above.

8/2011