

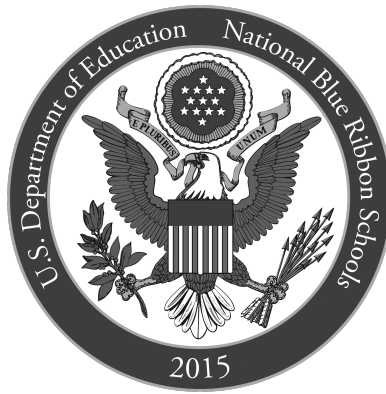
ST. AGNES CATHOLIC SCHOOL

211 WEST GAY STREET

WEST CHESTER, PA 19380

Student Handbook

2016 Revision



**Sister Joan Felicia, IHM
Principal**

School Phone 610-696-1260

School Fax 610-436-9631

Absentee Call-In 610-436-5538 x 300

Website: <http://saintagnesschoolwc.org>

School Hours:

8:00 a.m. – First bell – students move to rooms

8:10 a.m. – prayer bell

3:00 p.m. – dismissal time

Preschool and Pre-K Program – 8:30a.m. to 3:00 p.m.

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Please Note: St. Agnes Catholic School reserves the right at any time to amend or add to the policies, rules and regulations contained in this handbook, and to make such changes applicable to current and new students when the situation dictates.



Saint Agnes School Mission Statement

Our mission at Saint Agnes Catholic School is to develop every student spiritually, intellectually, physically, emotionally, and socially in a joyful, faith-based environment that inspires integrity, citizenship, leadership and service to others in the Church and in the world.

Belief Statements

- We believe in the message and mission of Jesus Christ and His Church.
- We believe that education is a responsibility shared by the student, the family, the faculty, and the parish community.
- We believe in the strength of a school community that emphasizes service, citizenship, and leadership.
- We believe that a safe and nurturing educational environment will ensure a student's success.
- We believe in the importance of the teacher's role in motivating and empowering students to strive for their maximum potential.
- We believe that a challenging, comprehensive, and creative curriculum nurtures the child spiritually, intellectually, physically, emotionally, and socially.
- We believe in the joy of learning and being part of a faith family.
- We believe that honesty, integrity, empathy, and respect foster exceptional character.



ADMISSION POLICIES

Non-Discrimination

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

St. Agnes School first accommodates the members of St. Agnes Parish and then members of surrounding parishes. Non-Catholics are admitted if there are openings and if they will agree to allow the students to participate fully in religious classes and activities.

Registration

Registration for new students takes place in the winter. Notification of such appears in the parish's weekly bulletin and on the school website.

All children must be five years of age on or before August 31 for admission to Kindergarten and six years of age on or before August 31 for admission to Grade 1. It is recommended that children be four years of age for the Pre-K program and three years of age for the Pre-School program.

A copy of current, legal custody agreement should be on file in the school office, if applicable to a family.

Transfer

The Principal issues a transfer to any student who leaves the school to be registered in another school. Direct personal contact between the parent and the Principal is recommended in this transaction. No school records are given to the parent. Records are forwarded by mail to the school of transfer by the Principal.

Financial Policy

St. Agnes School is the parish school for St. Agnes Parishioners. Parents of Catholic children who attend St. Agnes School must be registered in the parish where they reside and are active Catholics.

It is assumed that parents of Catholic children in St. Agnes School are active Catholics (attending Mass each Sunday with their children), and that parents are regular contributors to the Sunday and Holyday collections.

Tuition costs and obligation to the Parish are listed on the copy of the Enrollment Agreement which each family receives. Tuition information is also listed on the school website <http://saintagnesschoolwc.org>.

Please Note: If tuition is not up to date according to your chosen plan, your child will not be able to participate in field trips. This pertains to all grades.

Please Note: Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the Administration and the eighth grade teachers.



PRESCHOOL AND KINDERGARTEN POLICIES

The **Pre-School** program provides a full day program with a half day option for children age three by August 31. Children must be able to use the bathroom independently. The CARES program is available until 5:30 p.m. for full day students who are registered in CARES. The CARES program is not offered for half-day students.

The **Pre-Kindergarten** program provides a full day program with a half day option for children age four by August 31. The CARES program is available until 5:30 p.m. for full day students who are registered in CARES. The CARES program is not offered for half-day students.

The **Kindergarten** program is a full day program with a half day option for children who are five years old before August 31st. The Kindergarten program follows the time of the elementary school. Kindergarten children are eligible to ride on the school bus in the morning and the afternoon. Half day students are eligible to ride the bus in the morning and at dismissal at 11:30 am. The CARES program is available until 5:30 p.m. for full day students who are registered in CARES. The CARES program is not offered for half-day students.

If a parent chooses to change their half day child to the full day program, they should meet with the principal. Tuition for the remainder year will be recalculated.

On late arrival days, there is no transportation for the half day students at dismissal. Parents may send children in with the understanding that they have to provide transportation at 11:30 a.m. If it is an emergency dismissal day, the bus company will take the half day kindergarten students home on the bus.

Students in Pre-Kindergarten and Kindergarten wear the gym uniform worn by students in the upper grades. The uniform consists of navy blue shorts and navy blue shirts in warm weather and a navy blue jogging suit in cold weather for boys and girls. The gym uniforms and jogging suits can be purchased through Kelly's Sports Ltd., 897 Matlack St, West Chester, 610-436-4558 or at any vendor. Any plain navy blue bottom (including skorts/skirts) and white, blue or navy shirt (with or without the logo) may also be worn.



ACADEMIC POLICIES

Saint Agnes Catholic School follows the curriculum provided by the Archdiocese of Philadelphia and Pennsylvania's Common Core Guidelines. The guidelines may be found on the Archdiocesan website at www.archphila.org under offices, A-C, Catholic Education, Elementary.

Student Groupings

Students are grouped heterogeneously in grades one through eight so that through mutual sharing students may develop the affective aspects of education. In grades 5 through 8, students are leveled by ability for math class only.

Home Assignments

Homework is an extension of the learning which takes place in school. Parents can help their children by arranging a quiet, comfortable place for them to work and by seeing that assignments are checked for neatness and completeness. Homework expectations are provided by individual teachers at Back to School Night.

The following is the approximate length of time for homework including written and studied assignments:

- Grades 1 and 2 – 30 minutes
- Grades 3 and 4 – 1 hour
- Grades 5 and 6 – 1 and ½ hours
- Grades 7 and 8 – 2 hours

Parents in grades 1 to 8 may check their student's progress through the online student information system and will be notified midway through each marking period with an online progress report.

Report Cards

Report cards are issued electronically in December, March and a hardcopy in June.

Honors are awarded at the end of each marking period to students in seventh and eighth grade. The criteria for honors:

- First Honors: 93 or above in religion, math, social studies, science, reading, writing and spelling. 3 or 4 in Personal and Social Growth, Effort and Study Skills, art, music, physical education, Spanish, and technology

- Second Honors: 88 or above in religion, math, social studies, science, reading, writing and spelling. 3 or 4 in Personal and Social Growth, Effort and Study Skills, art, music, physical education, Spanish, and technology

Parent-Teacher conferences in grades 1 through 8 are scheduled during the first report card period. Kindergarten and Pre-Kindergarten conferences are twice a year. Parents and/or teachers may request a conference at any time.

Field Trips

Student field trips are planned and coordinated at the discretion of the class teachers and approved by the principal. As is stipulated in the Archdiocesan Guidelines for Elementary Schools, “field trips do not include trips to the amusement park or any other purely recreational facility.” (P.455)

Educational field trips are planned to enhance the curriculum. Field trips are privileges offered to students. Students may be denied participation if they fail to meet academic or behavioral requirements. A parent has the right to refuse to allow a child to participate in a field trip. A student does not have the right to refuse to participate in a field trip. Students who do not go on a field trip for any reason must attend school. If the student fails to attend school, the absence is unexcused.

Archdiocesan permission forms are sent home to the parent before the trip. If a student fails to get the form signed and returned, the student may not participate in the field trip. Telephone calls or letters simply stating that the student may go on the trip are not acceptable. In addition, adult chaperones, as needed, will accompany the class. Chaperones must have all of their clearances on file.

If a student has a serious medical condition as defined by the school nurse, a parent or someone designated by the parent must accompany the child on the trip. Please know your child’s safety is our major concern.

Clearances

All school volunteers must have a complete set of clearances on file prior to volunteering. A current list of requirements can be found on the Parents/Safe Environment tab on the school website (<http://www.saintagnesschoolwc.org/parents/safe-environment/>).

Name	Obtained at	Valid for
Pennsylvania State Criminal History Record Check	https://epatch.state.pa.us/Home.jsp	5 years
Pennsylvania Department of Public Welfare Child Abuse History Clearance	https://www.compass.state.pa.us/cwis/public/home	5 years
Federal Bureau of Investigation Criminal Background Check (fingerprints)	<p>Disclosure Statement if you've lived in PA for 10 years and PA State Criminal Background is clear http://childyouthprotection.org/docs/disclosure%20statement%20volunteers.pdf OR Federal Bureau of Investigation Criminal Background Check if you have not lived in PA for 10 years (required for employees): Register online at https://www.pa.cogentid.com use the PA Department of Education Take your receipt and have your fingerprints taken at The UPS Store of West Chester 929 S High St West Chester, PA 19382</p>	5 years
Safe Environment Part I: Protecting God's Children Classroom Training	http://www.virtusonline.org	No expiration
Safe Environment Part II: Mandated Reporting of Suspected Child Online Training	https://learning.childyouthprotection.org/login/index.php	No expiration
Mandated Report Acknowledgment Form	Download, print and sign from the school website: http://www.saintagnesschoolwc.org/?ddownload=9698	No expiration

Communications

If questions or difficulties arise, parents first contact the teacher of the student. Open and honest communication between a parent and teacher usually clarifies or solves most situations. If the situation warrants it, the principal meets with the parent and teacher for an additional conference.

At no time should a parent or a parent volunteer go to the classroom during the school day to discuss any problems/concerns about an individual child.

Communications – Communications are sent home electronically twice a month. Every family with an email address will receive communications via email.

Dismissal changes – Please let your child's teacher know in writing in the morning, if there is a change in the normal way home. Calling school, unless it is an unexpected change, is not acceptable. Do not email dismissal changes.

Email– All teachers and staff members can be reached at school via email. Teachers are required to check email once a day. Please limit the use of email to requesting information or requiring a conference. Please do not forward stories or jokes through the school email. Students should not email teachers. **Please do not email dismissal changes to the teachers or to the office.**

Phone calls – All teachers have access to the school voice mail system and parents can leave a message on voice mail or through the school office for a teacher at any time. He/she will return the call within 24 hours. Teachers are not permitted to leave the classroom for phone calls. Parents should not call teachers at their homes.

Visitors - All visitors and volunteers must sign in/check in with the Main Office upon arrival. All visitors/volunteers are to wear a St. Agnes Visitor/Volunteer badge created from the Raptor system which requires a valid driver's license to be presented at your first visit of the school year. Those parents who are going to Kelly Hall must sign in at the main office.

PA Act 89 Services

Under Act 89 of the Pennsylvania Legislature, remedial services are provided in the areas of Math, Reading, Speech and Language for those students who are eligible. These services come to us through the Chester County Intermediate Unit.

Individual and developmental group guidance services are also provided by this Act and are available to all students. Consultative as well as referral services are also available upon request.

Instructional Support Team (I.S.T.)

St. Agnes School has an Instructional Support Team. The I.S.T. uses a structured meeting format to ensure positive results and an action plan. Students are usually referred at the request of the classroom teacher or principal for academic or behavioral reasons. The I.S.T. may consist of the principal, learning support teacher (LS), classroom teacher, parents, and specialists from the CCIU who brainstorm interventions. Any level of intervention can be recommended from accommodations in the classroom to inclusion in the Learning Support Classroom. Interventions are tracked to measure their effectiveness. The IST process must be followed in order to make a recommendation for academic or psychological testing through the local school district. Please contact the principal, the learning support teacher, classroom teacher, or the school counselor for more information.

IST Process

Parent/Teacher
Communication & →
Intervention

If interventions fail, the LS Teacher
is contacted, and the Classroom Teacher →
and Parent completes an *IST Referral Packet*

Upon return of completed packets,
the LS Teacher will schedule a
meeting.

Learning Resource Room

Students in grades two to eight are granted admittance to our Learning Resource Classroom after a recommendation has been made from the Instructional Support Team (IST) or as deemed necessary after academic testing (required for grades 4 and up). The students in the Learning Resource Classroom receive specialized instruction in an individualized or small group setting for a portion of their school day in the areas of language arts and mathematics. The Learning Resource teacher works closely with parents and classroom teachers in the collaborative planning, teaching and monitoring of the student's educational program. In addition, the Learning Resource teacher conducts observations of the student's classroom environment as well as educational materials and resources in order to recommend appropriate strategies that will enhance the student's educational outcomes. The Learning Resource teacher assists in coordinating learning support services with other specialists (e.g., guidance counselor, speech therapists, etc.). This is done to ensure that the support given to the student is indeed helping that student reach his/her full potential.

School Records

The permanent record of a student is open to the parent and student. If a parent wants to view records of a child, he/she is asked to send in a written request to the school office for an appointment. In the case of non-custodial parents, the school, if requested, will provide a parent with access to the academic records and to other school-related information regarding the child. If there is a court order to the contrary, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Promotion and Retention

Promotions and retentions are based on an evaluation of academic, physical, social, and emotional growth. The main reasons for considering retention are:

- Indifference or lack of effort on the part of a capable student
- Physical or social immaturity
- Frequent or long absences that affect the student's learning
- Not qualifying academically for the next grade (receiving below a 70 in two or more academic subjects)

Retention is usually considered as a more positive alternative during the primary grades.

Proof of making up work must be presented before the beginning of the next school year. A summer program approved before time by the principal is a necessity for a student in grades 5 through 8 who fails two or more academic subjects. Parents must state in writing their agreement or disagreement with the school's decision to retain a student. Parents may only refuse retention one time.



ATTENDANCE POLICY

Absence

Children report to the cafeteria no earlier than 7:45. Students are marked late at 8:10 AM. Lateness and irregular attendance interfere greatly with a student's academic progress.

Parents are asked to use the special phone line – **610-436-5538 x 300** – to call in all student absences before 8:00 a.m. Please give name of child, room number, date and reason for absence only. No child may call in his/her own absence. Please do not call the school number to report an absence.

Parents are required to send in a note with the date and reason for the absence of their children from school. These notes are to be presented to the homeroom teacher on the day the student returns to school. Even when the principal or the homeroom teacher knows of an absence in advance, it is a requirement to send in this information.

Pupils present a Permission-to-Return-to-School note from a physician when their absence falls under any the conditions listed below:

- After measles or any contagious disease
- After five or more days of illness
- If a child wishes to attend school with a rash or similar condition

All work that is missed during absence is expected to be made up.

Vacations

Vacations are highly discouraged since learning continues at school during this interrupted period for the student. If parents make a decision to take a student out of class for vacation, the teacher and school office must be notified at least one week in advance by written note.

Missed class work cannot easily be covered and it is the full responsibility of the students and family to make up the work upon their return. Teachers are not obligated to give assignments before students leave for vacation.

Lateness

1. School prayer begins at 8:10 a.m. Students who arrive after 8:10 a.m are considered late.
2. Students must report to the office for a late slip before reporting to class.
3. If parents are unable to come to the office with their child, please send a note indicating the reason for lateness.
4. Three unexcused latenesses in a two-week period result in a detention.
5. For an excused lateness (medical or dental appointment) parents should notify the homeroom teacher or call the absent line.
6. Students with late arrivals and/or early dismissals are not eligible for perfect attendance.

Early Departures

If it is necessary to have a student dismissed early, the parents are asked to send a written request giving the reason. This note is first presented to the homeroom teacher and then forwarded to the principal. The parent must then come to the school to pick up the student and sign the Early Dismissal Book at the office.

Parents are discouraged from making medical or dental appointments during school hours unless it is an emergency.

Dismissal changes should be infrequent. Please let your child know ahead of time, before coming to school, if there is a change in the normal way home. Calling school, unless it is an unexpected change, is not acceptable. Please do not email dismissal changes. No student may leave the school grounds without the written permission of the Parent and Principal.

Perfect Attendance certificates are issued at the end of each year for students who have earned perfect attendance which includes no late arrivals or early dismissals.



EMERGENCY SCHOOL CLOSING

In the event of a school emergency, the Principal will initiate a call through the automated messaging system. Depending on the time of day, the school will use the home phone number and/or the emergency numbers. We follow the decision of the West Chester Area School District. Please do not call the convent, rectory, or school; listen to the radio and TV sources; check your phone voice mail and email.

Emergency School Dismissal

If the students are already in school and a situation arises which makes it advisable to close, the decision will be made by the school. The school's automated phone system will be activated with calls to both the home and emergency number.

It is mandatory that each family devises what plan is to be followed on such a day. Please be sure your child knows what to do if school is dismissed early. The use of the school phones on such a day is **extremely limited!**



HEALTH AND SAFETY

A school nurse provides nursing services during the week for Kindergarten through eight grade. Nursing service are provided by the West Chester Area School District and are not available for Pre-School or Pre-K students. Nurses are not able to give over the counter medicine sent in with a student unless there is a written doctor's order giving them the direction to do so. There are only four exceptions to this directive: Tylenol, Advil, Benadryl and antacids. **All medications must be in the original container, labeled with the student's name, name of medication, and directions for administration of medication. All medications must be accompanied by a parent's permission note. All prescription medication must have a physician's note.**

Any student who is ill and/or running a temperature in the morning prior to school should be kept at home and not sent to school. Any student sent home due to running a temperature must be fever free for 24 hours before returning to school.

In the lower grades, even if your child does not have a fever, they should be kept home if they have a cough they cannot control or non- clear nasal drainage they cannot manage. The best place for small children that do not feel well is at home where they can rest and sleep as needed.

Parents will be notified if their child becomes sick or is injured during school hours. If parents cannot be reached, persons indicated on the emergency card will be contacted. Please be sure all emergency contact names and numbers are up-to-date throughout the school year!

Please be sure to notify both the school office and the homeroom teacher when the parent(s) will be out of town. We must know whom to contact if the need arises and who the appropriate caretaker is in such an instance.

Physical examinations are required for students entering K or grade 1, and grade 6. Dental exams are required for students in K or 1, and grades 3 and 7.

Vaccines

Pennsylvania State Law requires that all students have the required vaccinations. Please refer to the PA Department of Health website for the most up to date information. http://www.portal.state.pa.us/portal/server.pt/community/immunizations/14141/infant_child_immunizations/557991 Students who are exempt (for medical reasons or religious beliefs) from immunizations may be removed from school during an outbreak. You can contact your health care provider or 1-877-PA HEALTH for more information.



BULLYING POLICY AND DISCIPLINE CODE

The school and classroom rules provide for an environment in which the right of students to be taught and the right of the teacher to teach are respected. Therefore, observing the stated rules is mandatory for all students.

Harassment Policy

The school follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of the policy is maintained by the Principal and is available upon request.

Instrument of Peace Agreement

As a child of God and a student of Saint Agnes Catholic School:

I am COMPASSIONATE, therefore, I:

- ★ treat others with dignity and respect
- ★ work with others to achieve a goal
- ★ care about others' thoughts and feelings.

I am ASSERTIVE, therefore, I:

- ★ have courage to stand up for what I know is right
- ★ will speak up when I see wrong.
- ★ share my knowledge to benefit others
- ★ express my needs, wants, values, thoughts or opinions in a confident, respectful and thoughtful way.

I am RESPONSIBLE, therefore, I:

- ★ will show concern and care for others and school property
- ★ take pride in the appearance of myself and my school
- ★ make wise choices and accept consequences of my actions
- ★ come prepared for class and complete my work to the best of my ability.

I am EMPATHETIC, therefore, I:

- ★ am courteous and greet others
- ★ will include and tolerate others
- ★ involve myself in serving the needs of others.

I am SELF-CONTROLLED, therefore, I:

- ★ act in a way that ensures safety of myself and those around me
- ★ manage my feelings, impulses and actions for best results
- ★ to remind me how to handle situation I will Stop, Think, Act and Reflect (STAR)

I am PEACEFUL, therefore, I:

- ★ will pray and be charitable
- ★ recognize and accept everyone's individuality
- ★ follow the example of Jesus and am kind, compassionate, forgiving, honest, and just
- ★ compliment others when I see them doing good.



S.T.A.R. Reflection Sheet



Name: _____ Teacher: _____ Date: _____

Offense(s)

Behavior

- ☐ talking at an inappropriate time
- ☐ interrupting instruction
- ☐ inappropriate language/comments
- ☐ note passing
- ☐ out of seat without permission
- ☐ failing to follow rules/directives
- ☐ disrespecting materials
- ☐ disrespecting classmates/teacher
- ☐ violation of the cell phone policy

- ☐ violation of acceptable use policy for technology
- ☐ other _____

Responsibility

- ☐ littering
- ☐ tardy to school or class
- ☐ not doing class work
- ☐ not prepared for class
- ☐ uniform violations
- ☐ missing homework

STAR Reflection

STOP

What inappropriate behavior did I display?

THINK

When and why did it happen?

ACT

How can I resolve this problem peacefully?

REFLECT

What do I need to do to get back on track?

STUDENTS: I am aware that my behavior was inappropriate and I will strive to do my best to improve. I am aware that there may be further consequences if the behavior continues.

Signature: _____ Date: _____

PARENTS: I have discussed the behavior above with my child and I am aware that there may be further consequences if the behavior continues. I will support the teacher in this endeavor.

Signature: _____ Date: _____

****This form is to be completed, signed and returned by the next school day. If the form is not returned the student will receive an additional lunch detention.***



S.T.A.R. Reflection Sheet



Name: _____ Teacher: _____ Date: _____

Offense(s)

Behavior

- ☐ talking at an inappropriate time
- ☐ interrupting instruction
- ☐ inappropriate language/comments
- ☐ note passing
- ☐ out of seat without permission
- ☐ failing to follow rules/directives
- ☐ disrespecting materials
- ☐ disrespect towards others
- ☐ violation of the cell phone policy
- ☐ violation of acceptable use policy for technology

☐ bus infractions

☐ other _____

Responsibility

- ☐ littering
- ☐ tardy to school or class
- ☐ not doing class work
- ☐ not prepared for class
- ☐ uniform violations
- ☐ missing homework

STAR Reflection

STOP

What inappropriate behavior did I display?

THINK

When did it happen?

Why did it happen?

ACT

How can I fix this problem peacefully?

REFLECT

What do I need to do to get back on track?

STUDENTS: I am aware that my behavior was inappropriate and I will strive to do my best to improve. I am aware that there may be further consequences if the behavior continues.

Signature: _____ Date: _____

PARENTS: I have discussed the behavior above with my child and I am aware that there may be further consequences if the behavior continues. I will support the teacher in this endeavor.

Signature: _____ Date: _____

****This form is to be completed, signed and returned by the next school day. If the form is not returned the student will receive an additional lunch detention.***

Saint Agnes School Bullying Prevention and Intervention Policies

Saint Agnes School is committed to providing a safe, caring learning environment for all students that is free from harassment, intimidation or bullying. Every person is recognized as having inherent dignity and worth; therefore, everyone deserves to be treated with respect.

Bullying behaviors are not acceptable at Saint Agnes School, as these behaviors are contrary to the teachings of Jesus Christ. Faculty and staff will address *any* bullying behaviors that create an unwelcome or hostile environment for students within the school setting.

“School setting” means at school, on the school grounds, in school vehicles, at a designated bus stop, or at any activity sponsored, supervised or sanctioned by the school.

Bullying means any intentionally harmful gesture, graphic, written, electronic/technological, or verbal communication, or physical or social acts directed at another student or students that is repeated or pervasive and does any of the following:

1. Causes fear, humiliation, pain, emotional distress, or injury
2. Causes social isolation or ostracism based on actual or perceived characteristics of the student/s who are targets of the bullying behaviors
3. Creates or reinforces a power imbalance which disadvantages a student or students
4. Substantially interferes with a student’s education
5. Creates a threatening environment
6. Substantially disrupts the orderly operation of the school

Electronic or cyber bullying is the use of technology such as phones, internet, websites, blogs, cameras, video, etc. to engage in bullying behaviors. Bullying and cyber bullying are frequently less visible to adults than physical fighting, and may consist of behaviors which are less obvious, though quite harmful nonetheless.

Bullying and cyber bullying can take on many forms including:

- Physical (i.e.: gestures, punching, stealing, etc.)
- Verbal (i.e.: slurs, rumors/lies, threats, insults)
- Psychological/Social (i.e.: trickery, false accusations, exclusion, isolation, etc.)

Staff Responsibilities and Interventions

Teachers and other professional staff who observe or become aware of suspected bullying behaviors are expected to take immediate, appropriate steps to intervene, and to address the situation with the students involved. The incident should be brought to the attention of the principal the same day it comes to the attention of the staff.

Reporting and Investigating Procedures

All members of the St. Agnes School community including parents, students, faculty and staff, shall promptly report suspected incidences of bullying to teachers and the principal. Reports may be made verbally or documented in writing, and the principal reserves the right to request written reports from any involved parties to document the incident. The principal will conduct an investigation to determine whether or not an incident meets the criteria of “bullying” and will report back to the parties involved within 10 school days of receiving the initial report.

The principal shall notify the parent or guardian of the alleged victim and perpetrator of bullying behaviors, of the findings of the investigation. False accusations of bullying behaviors and retaliation against those making reports of alleged behaviors are a violation of this policy.

Consequences for Violators

Once the investigation is complete, the principal shall determine the consequences for the individual(s) on a case-by-case basis, taking into consideration age, development, the degree of harm, and other contextual factors. Conduct that rises to the level of “bullying” as defined above, will generally warrant disciplinary action assigned to the student responsible for the bullying behaviors. The focus on disciplinary action with regard to bullying scenarios focuses on stopping the bullying behaviors, ensuring emotional and physical safety for all students, and decreasing the likelihood that the bullying behaviors will re-occur. Appropriate disciplinary interventions may include:

- Parental conference
- Making amends
- Loss of school privileges
- Counseling with the school counselor
- Referral to psychological counseling for student/family
- Community service
- Exclusion from school sponsored activities
- Detention

- Suspension
- Expulsion
- Notification of law enforcement

Educational Measures

St. Agnes School has adopted a proactive approach to bullying prevention that includes research-based classroom and school-wide practices that serve to:

- 1) raise awareness about bullying behaviors, the impact of such behaviors, and the consequences for using such behaviors
- 2) increase caring, trust, and inclusiveness among members of the school community
- 3) teach appropriate values and social-emotional skills such as empathy, self-control, cooperation, and respect and
- 4) recognize and reinforce appropriate, pro-social behaviors

St. Agnes School also recognizes that students who use bullying behaviors must be held accountable for their actions, and may need to receive educational and psychological interventions to learn new ways of behaving. Additionally, students who are the targets of bullying behaviors may need additional support to recover from their experience.

(Promulgated 12/7/2011)

Assessment of Behavior

Level 1 Offenses

A Level 1 offense is a lower level behavioral or academic infraction, that if repeated may lead to significant disruption of a positive classroom learning environment. A Level 1 offense is generally handled by the responsible adult in charge of the students at the time. Repeated Level 1 offenses may result in a disciplinary referral to the principal's office. If a student accumulates three level one offenses, a detention will be issued. After six offenses a goal setting conference with the student, parents, and teacher must take place. Additional consequences may result for repeated offenses

Level 1 Offenses (partial list; generally involves classroom rules)

Behavior

- talking at an inappropriate time (prayers, SSR, etc.)
- interrupting instruction
- inappropriate language/comments written or verbal or artwork
- note passing
- out of seat without permission
- running in hallway
- failing to follow rules/directives
- bus infractions
- disrespecting materials

Responsibility

- littering
- tardy to school or class
- not doing class work
- not prepared for class
- uniform violations
- missing homework

Consequences for Level 1 Offenses

- verbal warning with restatement of the expectation or rule
- STAR reflection sheet
- student correction of offense, when applicable
- communicate with parent
- student apology, if appropriate

Level 2 Offenses (partial list; generally involves school rules)

A Level 2 offense is a more serious infraction of school rules. Generally Level 2 offense involves others or involves school rules, rather than classroom rules.

- disrespect towards others
- fighting (punching, kicking, abusive/foul language, obscene gestures, excessive taunting)
- defacing school property
- violation of the cell phone policy
- violation of acceptable use policy for technology
- trespassing in unauthorized area of school
- cheating
- lying to adults
- inappropriate touching
- bullying behaviors

Consequences for Level 2 offenses

- STAR reflection sheet
- after school detention
- Repeated Level 2 offenses may result in additional consequences.
- student apology, if appropriate

Level 3 offenses (partial list)

Level 3 offenses usually will result in an in-school suspension, out-of-school suspension or expulsion of a student from St. Agnes School:

- violation of Criminal Code of Pennsylvania – an offense involving police
- possession, use, or sale of alcohol, drugs or illegal items. (Students who raise reasonable suspicion by action, speech, dress, etc. can expect to be searched for evidence. Bringing look-alike items will also be punishable.)
- destruction of school property
- immoral or indecent behavior
- chronic truancy – repeated absences from school without proper excuses.
- assault, physical or verbal
- theft
- extortion – threatening the safety of an individual by demanding money, personal property or services
- possession of a weapon – a weapon is considered to be any dangerous item which could inflict bodily harm on another person when used for that purpose
- any act that endangers the health and safety of the school community
- violation of the bullying policy
- retaliation

The above categories do not cover every possible situation. The school will determine which behavior is inappropriate and which Level of offense something would be.

For some Level 2 and all Level 3 offenses, the teacher and principal will complete an Incident Report that contains the information about a reported incident. The reports will be kept on file for the school year. The Incident Report answers the questions:

- Who was involved?
- When and where the incident took place?
- Who witnessed the incident?

- What are the circumstances surrounding the incident?
- Does the incident meet the criteria for bullying?
- Are the parents notified?
- What, if any, are the disciplinary consequences?

Suspension and Expulsion

In-School Suspension

A student who receives an in-school suspension is required to arrive at school by 8 a.m. with a parent/guardian. The parent must sign the student into school. The student will be dismissed in the usual manner. The student will be separated from his/her classmates for the day and will be provided with the class work and homework of the day. The student will have alternate assignments to do during the day and will be required to complete the work of the day at home.

Out-of-School Suspension

If it is deemed that a student should serve an out of school suspension the parents are required to provide for the safety and well-being of the child at home. At the principal's discretion, the student may be provided with class work and homework.

Expulsion

The decision to expel a student from school is not made lightly and will be made in conjunction with the pastor and principal.



UNIFORM POLICES AND PROCEDURES

Dress Code

Boys in Grades 1-5 wear

- Straight-legged navy blue dress pants worn with a plain, black or navy belt
- Grades 1-3 Option: Navy walking shorts for September, May and June
- Logo embroidered blue or white, long or short sleeve, golf, shirts
- October through April: logo embroidered navy blue sweater vest or V-neck sweater
- Solid navy crew style sock – no tennis type socks
- Shoes: dark brown bucks, dark brown or black oxford shoe
- Gym Uniform: logo imprinted navy blue shorts, blue shirts, sweatshirt and sweatpants, white crew socks and sneakers

Boys in Grades 6-8 wear

- Straight-legged navy blue dress pants worn with a plain, black or navy belt
- White long or short sleeve buttondown collar shirt and SAS plaid tie
- Logo embroidered navy blue sweater vest or V-neck sweater
- Solid navy crew style sock – no tennis type socks
- Shoes: dark brown or black oxford shoe
- Gym Uniform: logo imprinted navy blue shorts, blue shirts, sweatshirt and sweatpants, white crew socks and sneakers

Girls in Grades 1-5 wear

- Grades 1 to 5: plaid jumper, to the knee
- Grades 1-3 Option: Navy walking shorts for September, May and June
- Blue or white, long or short sleeve, Peter Pan collar blouse
- October through April: logo embroidered cardigan sweater
- September, May & June: navy knee socks/November through April: navy tights (preferred)
- Shoes: Academie Cheer saddle in navy blue or Stride Rite Mary Janes in blue
- Gym Uniform: logo imprinted navy blue shorts, blue shirts, sweatshirt and sweatpants, white crew socks and sneakers

Girls in Grades 6-8 wear

- Plaid kilt, to the knee
- White long or short sleeve buttondown collar shirt
- Logo embroidered navy blue sweater vest or V-neck sweater

- September, May & June: navy knee socks/November through April: navy tights (preferred)
- Shoes: Academie Cheer saddle in navy blue or Stride Rite Mary Janes in blue
- Gym Uniform: logo imprinted navy blue shorts, blue shirts, sweatshirt and sweatpants, white crew socks and sneakers

Pre-K and Kindergarten Uniforms

- *Warm Weather:* plain navy blue shorts (or skort) and a white, light blue or navy shirt with sneakers.
- *Cold Weather:* plain navy blue jogging suit consisting of a sweatshirt and sweatpants with sneakers.
- The gym uniform worn by students in the upper grades purchased through Kelly's Sports Ltd is also acceptable.

Uniforms may be purchased at the following locations:

- *Dress Uniform:* Flynn & O'Hara Uniform Company; Festival Shopping Center, 428 W. Lincoln Hwy, Exton, PA 19341 Phone: 610-594-1970
- *Gym Uniform:* Kelly's Sports Ltd., 897 Matlack St., West Chester, 610-436-5458
- *Shoes:* Flocco's Discount; 110-114 Fayette Street, Conshohocken, PA 19428
- *St. Agnes Used Uniform Closet:* St. Agnes families donate gently worn uniform pieces back for the school to sell at a fraction of the cost of new uniforms. Access to the closet is available during school office hours.

Haircuts/Hair Styles/Makeup

Hair should be neat, clean, well-groomed, and away from the eyes. Any fad hairstyles are not acceptable. Natural hair color may not be altered even by a shampoo or rinse. A traditional classic cut is expected for boys. Hair below the collar or ears is not acceptable.

No student may wear makeup, nail polish or fake nails at any time with the exception of seventh and eighth grade girls who may wear light colored nail polish. If they come to school with makeup, nail polish or fake nails, they will be asked to remove it.

Jewelry

The only jewelry students may wear is: a plain watch, a single ring, a religious medal/cross. Only a single set of small, simple earrings in the lower lobe and only by girls. Hair accessories, if worn, are to be simple in nature.

Repeated violation of the dress code will result in consequences.



SCHOOL PROCEDURES

Cell Phones and Electronic Devices Policy

All students and faculty and staff must read and agree to the current Acceptable Use Policy (AUP). Violations of the policy are taken seriously.

The use of cell phones and other electronic devices in school is permitted within the boundaries identified.

- Cell phones and other electronic devices should not be used on the school bus or during arrival and dismissal times. If used at these times, the device may be confiscated and returned to the student with evidence of a detention to be served. A second offense results in a parent/guardian having to pick up the device. A second detention would be served. If there is a third offense, the student will lose the privilege to carry a cell phone.
- Usually cell phones and other electronic devices should be stored in a closed school bag in the closet or in the locker.
- No electronic device should be taken out or used during lunch or lunch recess.
- Students may not have a laser device on their person or on school property.
- Alarms on watches or other electronic devices should be turned off.
- Students in the upper grades may bring another device to school to be used for educational purposes. Students should adhere to the policy on acceptable use. Students are responsible for the safety of the device.

The calendar sheet or homework book is a communication tool between the parents and the teacher. Teachers will explain their classroom policy regarding the calendar or homework book at Back to School Night.

Transportation

Schedules are arranged by the respective school districts. Families are notified of their bus schedules through postcards issued by their district. Further questions concerning bus routes, schedules, etc. must be directed to the specific School District Transportation Office in writing.

Any changes in address resulting in bus changes must be directed to the school office. We will forward all changes to the proper district.

There is no fee for bus transportation since this is provided by the state under PA Act 372.

All students are expected to ride only assigned buses. Exceptions must be requested in writing by parents of both students involved and must be approved at the school office. Requests (notes) must be brought to the office in the morning for approval. However, even with parental permission, students will not be permitted on another bus without approval of the individual bus driver since some buses are more crowded than others!

Students may not ride a bus from another school district other than the district within which they live. This is mandated by the school districts.

Students riding school buses must conduct themselves in a mannerly fashion and be respectful to the bus drivers at all times.

The following regulations are understood to be essential:

1. Be courteous; use no profanity
2. Do not eat or drink on the bus
3. Keep the bus clean
4. Cooperate with the driver
5. Do not be destructive
6. Remain seated while bus is in motion
7. Keep head, hands and feet inside the bus
8. Do not use electronic equipment, video games, etc.

Any student who is reported two times for disciplinary reasons by the bus driver must serve an after school detention. Any student who is reported three times for disciplinary reasons by the bus driver may lose bus privileges.

Arrival and Dismissal Procedures

In order to provide good order and safety for the children, the following regulations should be observed:

- 1) The front of the school is reserved for buses. No child should be dropped off or picked up directly in front of the school on Gay Street.
- 2) Those persons picking up students at dismissal time of 3:00 p.m. are asked to please enter by the New Street entrance. Cars form a single line to the gate and follow the directions of staff. Students wait for the whistle before leaving the curb to go to the cars. For the safety of the children it is essential that everyone observe the one-way traffic pattern.

- 3) It is requested, at least for the first month of school that the last name be visible on the dashboard.
- 4) For the safety of all, cell phones should not be used by drivers in the dismissal line.
- 5) Car motors should be turn off while waiting.
- 6) Do not block the kindergarten cross walk.



SCHOOL PROGRAMS

Lunch/Recess

Hot lunch and drink are available through the Great Valley Lunch Program. All lunches must be pre-ordered and pre-paid by the fifteenth of the previous month. The lunch menu will be available on the school web site.

Milk, juice and water are available on a daily basis for students to purchase. No canned soda or glass bottled drinks are allowed at lunch. Please pack lunches in thermal containers as food brought from home **may not be reheated** in school.

Please include in your child's lunch box a paper placemat or paper towel to place under his/her lunch. Also include at least two napkins in the lunch box. Students are expected to clean their places after eating, pick up papers, dispose of them in the trash containers, and walk to the playground area when dismissed. Respect and courtesy are to be shown to the teachers and parents who supervise and assist during this time.

No food should ever be eaten in the gym, on stairways, etc. before, during, or after school.

Gum is never permitted at any time in the school building or on the school grounds.

Recess

Each student is responsible for appropriate personal behavior. There is always a yard supervisor on duty with assistance from an appointed parent. For safety reasons, students may only use soft or Nerf balls. Good sportsmanship is expected at all times. Games and activities are to be non-competitive in nature.

C.A.R.E.S.

(Children Are Receiving Extended Services)

St. Agnes School offers an extended day care program for children of St. Agnes Catholic School. This service is available from 7 a.m. to 7:45 a.m. and from 3:00 p.m. to 5:30 p.m. on the days school is in session. Complete coverage for early dismissal days due to inclement weather is also available. Morning CARES is not available on days with a two-hour delay.

In the morning, children may eat breakfast (provided by parents), read, play quiet games, do work, or relax. There will not be outdoor recreation in the morning. While the time is supervised, there will not be homework help. In the afternoon, there is time each day for snack, supervised homework time, games, indoor and outdoor recreation.

The coordinator of the program and can be contacted at 610-696-3743.



ADDITIONAL INFORMATION

Home and School Association

The object of this Association shall be the advancement of Catholic education and the welfare of all children educated at St. Agnes School. It shall further be to act in the promotion of parent-school activities and to increase, on the part of its members, an interest in educational and civil affairs. Finally, it shall attempt to enhance the parents and teachers' role in the education of the child.

One of the chief means of support is through voluntary assistance at school. Many of the programs and services provided by the school could not be offered without volunteer help.

All parents of children in St. Agnes School automatically become members of the Home and School Association through payment of your annual home and school fee.

You may obtain further information about the Home and School Association or about the volunteer program by contacting any one of the Board Members.

School Advisory Council

The School Advisory Council (SAC), inaugurated in 2009 for Saint Agnes School, was formed to support the pastor and principal in their work of carrying out the mission of St. Agnes School. Advisory Council members are charged with doing research, engaging in discussion and making recommendations to the pastor and principal. The committees shall include, but not be limited to the following major committees:

- Catholic Identity
- Development
- Marketing
- Programs
- Safety

The Advisory Council is not a grievance board, and as such it shall not hear grievances. The Advisory Council will hear requests and proposals for matters which do not constitute grievances. Any such address must be placed on the agenda by contacting the principal or the president prior to the regular meeting.

There are four elected members of the School Advisory Council. The vice president of the Home & School Association is also a member of the SAC.

Saint Agnes Educational Endowment Board

The Endowment Board is charged with the oversight of the Saint Agnes Educational Endowment. The committees include: fund management, alumnae giving, annual event, and marketing and development.

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Communication Guide

Academics and Curriculum

If I have a question about . . .	I should contact . . .
Summer reading books	School librarian
Weight of books/bookbag	Homeroom teacher
Level of instruction	Homeroom teacher
Assessing a child for learning disability	Homeroom teacher
Requesting services from CCIU for child	Homeroom teacher
What assessments available for child	Homeroom teacher
Validity/quality of tests in classroom	Teacher, principal
Standardized tests (Terra Nova)	Classroom teacher, counselor
Sacramental preparation	Religion teacher, Religious Education Office
Use of technology	Technology coordinator
Amount of homework	Teachers involved

Health and Social Issues

If I have a question about . . .	I should contact . . .
Bullying during school	Homeroom teacher
Family crisis	Homeroom teacher, principal
Physical or emotional issue	Homeroom teacher and counselor
Developmental issue	Homeroom teacher and counselor
Medicine side effect	Nurse
Bullying after school hours	Parent of other child
Behavior in cafeteria	Cafeteria monitor, teacher, principal
Behavior in yard	Yard monitors, teacher, principal
Child feeling depressed	Homeroom teacher, counselor, nurse
Safety of children	Faculty Safety Committee or principal
“Green” initiatives	Social Justice Committee
Incident at Day Room	Day Room Board

Transportation

If I have a question about . . .	I should contact . . .
Safety problem on bus	School district transportation office
Behavioral problem on bus	Bus driver, School district transportation office
Problems w/ pick up or drop off at stop	School district transportation office

Personnel / Staff

If I have a concern about . . .	I should first contact . . .
An incident my child shared	The teacher involved
An incident I witnessed	The teacher involved
Something happened in class	The teacher involved
Something a teacher said	The teacher involved

Other

If I have a question about . . .	I should contact . . .
Lunch menu	Lunch coordinator
Lunch payments or orders	Lunch coordinator
Fundraising	Home & School Board
Tuition payments	School office
Pretzel orders	School office
Volunteering at school	Home & School Board
SCRIP	SCRIP Coordinator; H & S; office
Policy Concern	Principal or SAC member

Important Phone Numbers

School	610-696-1260
Counselor's Office	610-696-2490
Rectory Office	610-692-2990
Nurse's Office	610-436-5538
Absentee Line	610-436-5538 x 300
C.A.R.E.S.	610-696-3743
Religious Education	610-436-4640
Hispanic Ministry	610-344-7224
Lunch Coordinator	610-696-1260 x 226

WC Transportation Office	484-266-1040
Krapf Bus Company	610-594-2664
Downingtown Transportation Office	610-269-8460
Coatesville Transportation Office	610-466-2418
Unionville/Chadds Ford Transportation	610-347-0804

CC Intermediate Unit	484-237-5059
St. Agnes Day Room	610-429-0697
St. Agnes Convent	610-692-9430

School website: saintagnesschoolwc.org