



SAINT AGNES
S C H O O L

Student-Parent Handbook

St. Agnes School is a Catholic Pre-K through 3rd grade primary school located in Lake Placid, New York. Our mission is to educate the whole child academically, spiritually, and socially. To fulfill this, St. Agnes School provides a safe and nurturing, learning environment in which children are treated with respect as they develop to their full potential.



St. Agnes School

(518) 523-3771

2322 Saranac Avenue Lake Placid, New York 12946

St. Agnes School Prayer

O Jesus, through the Immaculate Heart of Mary,
I offer you all my prayers, works, joys, and sufferings.
Through the intercession of St. Agnes,
I pray that I might act with kindness
And respect to all I meet.
Help me to love God with all my heart, soul,
mind and strength.
Help me to treat others as I want to be treated.
May I use my gifts and talents
For your honor and glory.
Amen.



Faculty and Staff Commitment

In order to fulfill the mission of St. Agnes School, the administration and faculty commit to the following objectives:

- To model and teach Catholic values and principles to inspire faith formation.
- To practice the Catholic attitude of acceptance of each student and parent regardless of religion race, color, gender, or national origin.
- To support parents in their role as the primary educators of their children and to foster open and regular communication.
- To respect confidential information concerning students and/or their families.
- To guide our students to encounter Christ in others and ourselves and to recognize and share the gifts and talents he has given us.
- To offer the students a challenging, quality academies program providing students the opportunity to achieve their full potential.
- To direct our students to think independently and critically and be accountable for their choices and behavior, both academic and social.

Parent Responsibilities

- The education of the child begins in the family. Parents, as the primary educators, communicate, develop, and foster values, knowledge, and skills in the home environment.
- Parents make a choice for their child when they enroll him or her in the school for an experience of Catholic education that fosters spiritual and moral development, and academic achievement.
- The administration, faculty, and staff at St. Agnes strive to cooperate with parents in the guidance, instruction, and inspiration of their children by educating each child spiritually, intellectually, culturally, and socially.
- The single greatest factor in fulfilling the home/school partnership rests in the attitude of the parents and the example of the home.
 - To support the child's practice of the Catholic faith by taking him or her to weekend mass regularly.
 - To provide appropriate materials of study, both at home and at school to show an interest in the child's school work, progress and activities, and giving praise for positive accomplishments.

- o To support school policy and the authority of the administration and faculty and to hold school policy in high regard setting an example for children, and instilling lifelong attitudes of respect for all authority.
- o To encourage the child to complete home assignments and to study his or her lessons and to assist with and check homework when necessary.
- o To assist in helping the child to obey regulations and principles of good behavior including classroom rules and the school discipline code, and practices good manners at all times.
- o To constantly require the child's accountability for academic and social behavior.
- o To discuss concerns appropriately with the faculty or staff mindful of what is in the best interest in the best interest of the child.

St. Agnes School Policies

Enrolled Students

To maintain status as an enrolled student at St. Agnes School, families must submit required documentation and stay current with tuition payments. This includes but is not limited to annual application paperwork, tuition commitment forms, health paperwork, birth certificate, proof of residency when required, etc.

Financial Obligations

- Tuition follows the posted yearly tuition schedule.
- Tuition payments are due as specified by each signed individual contract or tuition commitment form.

Tuition Payment Options

Please set up an appointment to speak with the principal to discuss financial assistance options or alternative payment arrangements.

Free and Reduced Lunch

St. Agnes participates in the federal free and reduced lunch program. If you are interested, please call or email the office for additional information.

Withdrawal Policy

- Family must notify the school in writing if a student is to be withdrawn from the school.
- Registered students who withdraw before the first day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15 are responsible for ½ of the full tuition amount.
- Registered students who withdraw After December 15 are responsible for the full tuition amount.
- Student who enter into child care contracts are bound by the payment obligations until such time as another student is registered for the program in their place.
- Early withdrawal penalties and obligations are waived if the school asks a student to leave the program for any reason.

Community Involvement

Education at St. Agnes School is not limited to the classroom. Many volunteer opportunities exist for parents of students at St. Agnes. From helping out in the classroom and supporting academic and community service initiatives to planning fundraising events and welcoming new families, parents can find a volunteer role that suits their interests and their schedule. Our parent volunteers find that through participation not only do they help make St. Agnes an even better place for their children; they form lasting friendships and in the process become part of the St. Agnes family. The school has several volunteer organizations that provide opportunities to be informed and to help serve the students, faculty and staff. You can sign up for any of these opportunities in the office or by asking your classroom teacher for more information.

VIRTUS training

St. Agnes Volunteers are required to complete a VIRTUS training class. Periodically classes will be advertised through family mail. Additional classes can be found at www.vitus.org. Once a VIRTUS class has been completed, please bring a copy of your certificate to the office for the file.

PTO

The parent teacher organization is in charge of student life. This parent body organizes in school events such as classroom holiday parties, teacher appreciation gifts, playground improvements etc. This committee raises a budget through fundraising events held throughout the year.

Fundraising

Fundraising at St. Agnes requires participation from every family. The money raised each year through our annual events offsets tuition costs for every program. Please help out when you can!

Curriculum Committee

Curriculum committee meets several times a year. This is an open forum to discuss ideas for school improvement and brainstorm with other families about best practice in our classrooms.

Community Events

St. Agnes students and families will be invited to participate in many after school activities that serve as an opportunity to showcase their scholastic achievements. Please check your monthly calendar for event listings.

Student Records

St. Agnes School adheres to the Buckley Amendment regarding access to student records.

Records of students transferring to other schools will only be sent through US mail or by fax/email. NO record will be given to parents to transport to the new school. Students requesting records/transcripts/recommendations must make a five school-day request to the school office.

Attendance

All students are encouraged to attend school with consistency to receive the full benefits of the program. School age students follow the (CAP) Comprehensive Attendance Policy and should attend school daily unless of illness or other excused absence.

General drop off and arrival times are listed by classroom below. Please be aware that individual classrooms have different arrival procedures that will be communicated directly through each classroom teacher.

Class	Arrival Window	Class time	Pick up Time	Pickup Location
All Day Preschool	Classrooms open at 7:30	7:30-5:30	Anytime before 5:30	Classroom, playground, or gym
PK 3 AM Preschool	8:15-8:30	8:30-11:30	11:30, 12:30 with lunch bunch	Classroom
PK 4 AM Preschool	8:00-8:15	8:00-1:00	1:00	Front Foyer
K-3 Program	7:30-8:15	8:15-2:30	2:25	Front Foyer
School Age Afterschool Program	2:30	2:30-5:30	Anytime between 2:30 and 5:30	Interactive classroom, playground, or gym

Late Pickup

The school building closes at 5:30. Please plan the pick up of your child accordingly. Students who remain in the building beyond 5:30 are subject to a \$1 per minute late fee. Recurrent late pickups will jeopardize student enrollment.

Visitors to the Building

At St. Agnes School a visitor to the building is defined as an adult who enters the school during school hours for a purpose other than to drop off or pickup and who is not employed by the parish.

All doors to the building will be locked during the school day unless supervised directly by school staff. Families will be given access codes to the building that work during the school day. Please do not give out school access codes to anyone who is not on your authorized pickup list.

Visitors will need to use the main entrance and acquire access through the buzzer system. Visitors should push the intercom buzzer and wait to be buzzed in. Upon entry visitors should state their name and purpose for coming to the school and sign into the visitor book for all reasons other than to drop off or pick up. Unaccompanied visitors in the building will be given a visitors pass.

Guests attending school functions that are open to the public, such as parent-teacher organization meetings, school events or public gatherings, are not required to sign in at the main office.

Classroom Visits

Parents are partners in the education process and as such St. Agnes School welcomes those volunteers and visitors to the classroom who support the mission of the school.

Parents or visitors who wish to observe a classroom or volunteer in the building while school is in session are required to complete VIRTUS training and a criminal background check to take part in activities that involve students.

Parents or visitors who wish to observe a classroom or volunteer in the building while school is in session are required to arrange such visits in advance with the office and/or classroom teacher(s), so that class disruption is kept to a minimum. Advanced arrangements can include an email, a mailed letter, or a phone call to

the school or teacher. If something needs to be dropped off for a student during the school day, please leave it in the office and it will be delivered. School age student who arrive after 8:10 should enter the classroom independently.

Changes in school routine

Students will not be permitted to leave the building unless the office has been notified by a note or telephone call or if a student is picked up by a parent or a person designated on the students' pick up list.

If a student needs to leave class prior to the designated pick time, the person designated to pick should alert the office of their arrival and sign in to the visitor's log. The school secretary will collect the student from class and bring them to the foyer for pick up to minimize classroom interruption. This does not apply to the All Day preschool program that operates under an open-ended drop off and pick up window. Parents of All Day students can go directly to the class for pickup.

Pick Up Policy

For variations from your established pick up routine, please send a note in your child's communication folder. If transportation plans change during the day, please contact the office to make the change by phone at (518)523-3771. Transportation changes via email should be followed up with a phone call to the office unless an acknowledgement is sent, as email cannot always be checked during the school day with consistency.

Absent Notes

If your child misses school for any reason, please notify the classroom teacher and the office with a written note or email.

Missed work due to planned absences

The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. School age students are responsible for making up missed assignments. Please schedule make-up work with your teacher.

School closing procedures

In case of inclement weather, local radio and television stations will broadcast school closings. When the Lake Placid Central School District is closed for inclement weather, St. Agnes School is also closed. If other school districts that normally transport students are closed, they will not transport students to Lake Placid even if Lake Placid Central School District is in session. If this is the case, students in other school districts will be excused from classes at the school and will be able to make up missed work.

School Delay Procedure

If there is a school delay all school programs that begin the morning will start on the **same** delay using 8:30 as the base time. If there is a one hour delay, then ALL morning programs will begin at 9:30, and if there is a two hour delay, then ALL morning programs will begin at 10:30. School doors open half an hour before classes begin.

Early Dismissal

If there is an unexpected early dismissal All St. Agnes School programs will also dismiss early. Parents will be notified by school reach communication system.

Dress Code

Preschool

Preschool students should wear comfortable clothing that is not revealing. Children frequently get a bit messy while learning, so please keep that in mind when choosing clothing to wear to class. Shoes should cover the toes and have a heel strap to avoid injury.

K-3

Students in the school age program are expected to follow the dress code that is sent home in the summer mailing. Students who arrive at school out of uniform will be asked to change into an extra uniform from the office. If there are no extra uniforms in the correct size, the student's family will be contacted to bring in items that follow the uniform guidelines.

Dress for Physical Education

Students should wear navy athletic pants or shorts with a St. Agnes logo shirt on Thursday for Physical Education. Students should also wear tennis shoes that do not have black soles on Thursdays.

Dress for Field Trips

K-3 students regularly attend field trips off campus. On field trip days students may dress down as long as they wear a St. Agnes logo T-Shirt.

Communication

The school recognizes that parents are partners in education. For this reason, communication between families and the faculty, and the administration is very important. In addition to pickup and drop off which can often be busy times, we encourage families to contact us through email and in person to keep an open line of communication with the school.

Contacting the office

Any parent interested in speaking to the principal in person should call or email the office to schedule an appointment.

School Telephone: (518) 523-3771

School Fax: (518) 523-2203

School Website: stagneslp.org

Secretary: info@stagneslp.org

Principal: admin@stagneslp.org

Family Mail

Family mail is sent home regularly. It is expected that parents will receive and review this information and return items that require their attention on the following school day.

Family mail includes, but is not limited to, the monthly academic calendar, fundraising information, monthly lunch menu options, and periodic notices from the office. To avoid unnecessary duplication of information for families with more than one child, only the youngest child will receive family mail.

Parent teacher conferences

Formal parent teacher conferences are scheduled after the first quarter in November and at the end of the third quarter. Parents are expected to make every effort to attend, as communication between parents and teachers is vital to a child's success in school. Conferences at other times may be scheduled as needed with the teacher.

Academic Information

The Diocesan curriculum guidelines, consistent with the common core national standards, and the New York State guidelines are followed in the teaching of all secular subject areas. St. Agnes students will be given opportunities for growth in the following major subject areas: Religious studies, social justice, technology literacy, visual arts, performing arts, music, physical education, and French language and culture.

Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Agnes School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Grade 2. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Assessment Policy

Student's assessment is consistently aligned with and supportive of classroom instruction to promote academic progress. Teachers use a variety of ways to assess students and recognize individual learning styles. These various assessment measures could include, but are not limited to:

- Traditional testing
- Essay topics
- Projects and exhibitions
- Dramatic productions
- Checklists
- Informal and formal observations
- Portfolios showcasing student progress
- Peer review and evaluation
- Anecdotal records (oral reading, classroom participation, cooperation in groups, etc.)
- Journals
- Standardized testing

School Age Grading Policy-Kindergarten through Third Grade

Grades at St. Agnes School reflect a combination of effort and achievement for each student. Every classroom uses numerical marks to create averages along with rubric style grading to communicate clear expectations. Please get in touch with your classroom teacher to discuss the details of specific grades.

Overall Grades

	Kindergarten	First	Second	Third
Effort	30%	25%	20%	15%
Assignments	40%	40%	35%	35%
Homework	5%	5%	10%	10%
Tests/Quizzes	25%	30%	35%	40%

	Religion	French	Music	Art	Science	P.E.
Effort	10		60	50	75	100
Assignments	70		40	50	25	NA
Tests/Quizzes	20	NA	NA	NA	NA	NA

Assignments

Assignments are graded individually based on objectives for work. Assignments can include classroom projects, exit tickets, group work, Center-based activities, reading groups etc.

Homework

Participation in assigned classroom homework is included in a student's overall grade. Homework time provides valuable skills reinforcement and creates good learning habits for higher education.

Tests & Quizzes

Scores on tests and quizzes represent students' ability to show what they have learned over the course of a unit. The amount of effort and engagement students put into classwork directly affects students' ability to grow and learn. Effort is assessed using the following rubric:

	Needs Improvement	Improving	Satisfactory	Outstanding
Points	1	2	3	4
Engages in learning	Complains or refuses to engage in learning activities	Engages in learning with prompting from teacher	Consistently engages in learning activities	Actively and enthusiastically engages in learning exercises
Follows class rules	Has difficulty treating teacher, classmates, equipment and environment with respect.	Needs prompting to treat teacher, classmates, equipment and environment with respect.	Frequently treats teacher, classmates, equipment and environment with respect.	Consistently treats teacher, classmates, equipment and environment with respect.
	Has difficulty following class procedures	Needs prompting to follow class procedures	Frequently follows class procedures	Consistently follow class procedures

Skill Scores

Scale scores on the report card are given to a select number of skills in a given subject. Scale scores are graded on a 1 to 4 system that identifies where a student is in relation to the classroom goal for that scale at given point in the school year. Scale scores do not represent overall classroom achievement.

General modifications

If a student does not perform well on an assignment or test, the teacher may give the student an opportunity to resubmit the assignment or take another version of the test for full or partial credit.

Report cards and interim reports in K-3

Report cards are issued in the K-3 program every 10 weeks during the school year. Teachers will contact parents if they have concerns regarding a student's academic performance. Parents should contact their student's teacher with concerns about assignments or grades. Interim progress reports are sent home mid-quarter if a student is having significant academic difficulty in an area.

Progress Reports in Preschool

Preschool progress reports will be delivered at parent-teacher conferences. Progress reports indicate areas of growth as well as strengths and weaknesses profile for each student in relation to year-end goals in academic readiness skills and social and emotional behaviors.

Special Education

Students who enter St. Agnes School who have had an evaluation or have a special education document such as a 504, an individualized education plan prior to their entry to St. Agnes School are asked to share that information during registration so that the teaching team can make the appropriate classroom modifications.

Special Education referral process

If a teacher notices any indicators that a student might benefit from receiving special education services, they will collect data and consult with the Child Study team to develop appropriate interventions for the student. In the event that a referral is deemed necessary, a formal meeting will be arranged with all parties to discuss an action plan.

Food at School

Lunch and snack

K-3 Students may either buy a hot lunch in the cafeteria or bring a lunch from home. All classrooms have morning snack. Students may bring a snack from home or buy one in the office.

You may send money daily, leave money in the office on account, or choose to be billed at the end of the month for snacks and lunches purchased from the school.

Students will not be able to purchase lunch or snack if their bill is more than 30 days overdue.

Food Costs

Snacks cost \$.50

Lunch \$2.50

Milk \$.50

Peanuts

Students are not permitted to bring any peanuts or any products that are made with peanuts in to the school. Products made in a facility that also processes peanuts are acceptable as long as peanuts are not listed on the ingredients. Other tree nuts are allowed at school.

Birthday Treats and parties

Birthday treats for students may be shared with classmates during a time set aside according to the teacher. Parents must make arrangements with the classroom teacher. Occasionally parties may be arranged through the classroom teacher along with parent volunteers (i.e. Halloween, Christmas, Valentine's Day).

Birthday Invitations

You may send birthday invitations to school to be handed out through school mail for parties taking place outside of school as long as all students in a classroom are invited.

Health and Wellness

If a child needs to be sent home in case of illness or accident, the parents or guardians will be notified and must come to school to pick up the child within one hour. If a parent or guardian cannot come, he or she may designate an authorized person to pick up the child in the office. Upon pickup, the parent or guardian must use the register to sign the student out at the time he or she leaves the building.

If a student is dismissed for fever, students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this does not allow for a 24-hour protection of the entire school community.

If a student is dismissed for symptoms of illness (vomiting, rash, suspected conjunctivitis, etc.) the student must remain out of school until the symptoms are gone *OR* the student brings a doctor's note stating that the child is not contagious and that the child has permission to return to school.

Lice

If a student exhibits the symptoms of Lice they will be sent home for the day. The student may return to school after the lice, nits, and eggs have been removed from the hair. Students will be asked to check into the office upon arrival for a head check every day for one week following an infestation and again a week after to ensure that there has not been a re-infestation. If evidence of an infestation is observed, the student will be sent home for the day.

Asthma and Food Allergies

St. Agnes School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

Immediate access to reliever inhaler is vital. Children are encouraged to carry their inhaler as soon as the parent, doctor, or nurse and class teacher agree that they are mature enough. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name by the parent.

At the beginning of the school year, or when a child joins St. Agnes School, parents are asked to submit a child's medical record. From this information the school keeps its asthma register that is available for all school staff. If medication changes in between times, parents are asked to inform the school.

The school does all it can to ensure the school environment is favorable to children with asthma or allergies. As far as possible the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies.

St. Agnes School recognized that life threatening food allergies are an important condition affecting many school children and positively welcome all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, St. Agnes School will maintain a system wide procedure for addressing

life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

Severe Allergic Reaction

A) Identification of Children at Risk: It is the responsibility of the anaphylactic/potentially anaphylactic child's parents to inform the school of their child's allergy during registration. All staff members need to be made aware of children with health conditions disclosed by parents.

B) Availability and Location of EpiPens: Anaphylactic or potentially anaphylactic children should provide an EpiPen for school use to be stored in the medication cabinet in the nurse's office. EpiPens must be kept current and replaced in the event of expiration. EpiPens, should be brought on field trips.

C) As a precaution, the school will keep two extra EpiPens® in the office, in case of an emergency. Additional EpiPens will be used in case a student with an identified allergy does not have an EpiPen, the identified student's EpiPen is expired, or if an unidentified student presents with anaphylaxis.

D) Treatment Protocol · An individual treatment protocol for identified students needs to be established by each child's allergist. Each child with an identified allergy must keep a current medical action plan on file with the office. Medical action plans must be updated annually or in the event of medication or treatment plan changes. The school cannot assume responsibility for treatment in the absence of such a protocol.

E) In the case of EpiPen administration, there are no contraindications to the use of epinephrine for a potentially life-threatening allergic reaction. Note time of administration. Call 911 and, regardless of the degree of reaction or response to epinephrine, transfer the child to an emergency room. Symptoms may recur up to eight hours after exposure to allergen. One calm and familiar person must stay with the child until a parent or guardian arrives. Contact the child's parents

F) EpiPen information-EpiPen Jr® (epinephrine injection, USP) 0.15 mg Auto-Injectors are indicated in the emergency treatment of Type I allergic reactions, including anaphylaxis, to allergens, idiopathic and exercise-induced anaphylaxis, and in patients with a history or increased risk of anaphylactic

reactions. EpiPen Jr® Auto-Injectors are intended for immediate administration as emergency supportive therapy only and are not intended as a substitute for immediate medical or hospital care. In conjunction with the administration of epinephrine, the patient should seek immediate medical or hospital care. (School Policy for Management of Life-Threatening Allergies http://www.safe4kids.ca/content/schools/anaphylaxis_school_policy.pdf)

Discipline Code

Standards of discipline are expected to insure that the learning environment is orderly and conducive to learning for all students. Standards of discipline demand respect for one another and school property, obedience toward the faculty members and appropriate social behavior.

St. Agnes School emphasizes deep respect for the human dignity and uniqueness of every individual. Each student will be considerate of the rights of other in all interactions. All students are expected to cooperate with the spirit and policies of the school that are designed to foster mature development and personal responsibilities. The principal reserves the right to determine the appropriateness of an action if any doubt arises.

Expectations

Teachers use Developmentally Appropriate Practice as set out by the National Association for the Education of Young Children to aid in determining behavior and conduct expectations for the students in their classrooms.

Logical Consequences

St. Agnes School uses logical consequences to determine in the moment discipline.

Logical consequences are applied with respect, relevancy, and realistic guidelines help children understand the consequences of their own choices and, help them learn from their mistakes.

A logical consequence generally has two steps. The first step is to stop the misbehavior. The second step is to provide an action that recalls children to the rules, reinstates the limits, and teaches alternative behaviors.

'Logical consequences' is a strategy that seeks to help children learn from their mistakes. Children learn from mistakes when consequences are implemented with respect and firmness.

THE THREE R'S OF LOGICAL CONSEQUENCES

Logical consequences are respectful, relevant, and realistic.

Respectful

Respect is conveyed through words and nonverbal gestures.

- Use a normal tone of voice. Avoid sarcasm.
- Speak directly and quietly to the student. Whenever possible, avoid calling across a room or raising your voice.
- Focus on the deed and not on the doer. Convey the message that it is the behavior you object to, not the student.
- Be clear and firm and don't negotiate.

Relevant

A consequence needs to be logically related to the students' actions.

- It helps children see a cause and effect. (For example, when you talk, your work doesn't get done.)
- It references the rules. ("What do our rules say about name-calling?")
- It focuses on the specific problems created when rules are broken. ("When you tell me you're going to the bathroom and instead you fool around in the hall, what happens to our trust?")
- It focuses on individual responsibility and accountability for helping preserve a safe learning community. (A student ignores the signal for quiet and keeps on talking with a neighbor. The teacher points out that the signal is a way to make sure everyone can receive directions quickly. It keeps everyone safe. Thus this student needs to see that his or her behavior is not responsible. The teacher implements a short time-out period for the student to recover controls and observe the limits. Later, the teacher perhaps will arrange a practice time so the student can return to the group and show by his or her actions the "signal" procedures.)

Realistic

A consequence should be something the teacher and student can follow through on.

- There is a reasonable follow-through action expected by the student. (A student who is not looking where he or she is going spills paint all over the floor. The student will help clean it up, but is not expected to mop the entire class, the hall, and the lunchroom as well.)
- There is a clear time frame that is appropriate to the developmental age of the student and the behaviors of the student. (A two-minute time out might or might not give a student time to recover controls. If the student returns to the group before he or she has truly regulated the behavior or while he or she is still pouting and angry, it is likely the misbehaviors will quickly resume.)
- Time frame makes sense -- it is not too long and thus harsh, or too short and thus ineffective. (A student sent on an errand gets caught playing with the water fountain in the hall. The student loses the privileges of running errands for a few days or the rest of the week -- depending on the behavior, prior experience, and so on -- but not for a month or forever!) Remember, children need on-going opportunities to learn from their mistakes, develop their self-controls, and regain trust.
- The teacher is prepared to follow-through and implement. (Told that homework that isn't handed in has to be made up after school or before school begins, teachers need to check the homework and reinforce expectations, as well as be realistic about their own time availability and parent communication. No empty threats!)

Standards of discipline

The following list, although not comprehensive, lists general behavior expectations of St. Agnes School students.

- Students will be respectful of peers and teachers
- Students will not engage in teasing, name calling, or derogatory behavior.
- Students will not be physically aggressive with their peers or adults
- Students will not engage in lying, cheating, or stealing
- Students will not be disruptive during class (excessive talking, throwing objects)
- Students will not engage in play that is considered by supervisors as "roughhousing"
- Students will be respectful and disciplined during safety exercises
- Students will be respectful of property and will not engage in vandalism
- Students will follow school dress code
- Students will complete assignments on time

- Students will use the bathrooms facilities respectful and leave then clean when they are finished.

Classroom rules

Each teacher posts his or her classroom rules with expectations and consequences in the classroom.

Property damage

Any child or parent who is responsible for breaking or damaging school/parish property accidental or intentional is financially responsible for the repair or replacement of said property.

Devices

Student may not use personal electronic devices during the school day without the express consent of their classroom teacher. Example, E-readers in the classroom during guided literacy.

Recess

Recess is a privilege for students. Students must be aware of and use the playground rules and follow directives and safety guidelines of the recess supervisors in order to keep the recess privilege.

Bullying

Bullying of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in bullying behaviors face disciplinary action.

Biting

Biting is considered a serious discipline event in all classrooms. A meeting with the principal, parent(s), and teaching team will be scheduled if multiple biting incidents occur.

Disruptive and aggressive behaviors

If a student displays persistently disruptive or aggressive behaviors a meeting with the principal, parent(s), and teaching team will be scheduled to determine a course of action.

Suspensions

If strong corrective measures are needed, the pastor and the principal may employ suspension. Suspension will be used as a disciplinary measure is considered dangerous, extremely undesirable, or disruptive. The principal will make final decisions based upon individual circumstances regarding the issuance of a suspension.

Expulsion

Expulsion of a student is a serious matter and will only be used when absolutely necessary. In some cases the principal and/or pastor may deem an action by a student so severe that it would result in immediate expulsion from the school. Recurrent suspensions will also warrant expulsion. The decision to expel a student is the right and responsibility of the principal and/or pastor.

Safety Provisions

Safety concerns are of primary importance. It is the responsibility of the administration and faculty to safeguard students at all times. In order to accomplish this, the school has established the following policies and practices:

- All parents will provide and maintain accurate address and telephone information for office records
- All parents, volunteers, and visitors must report to the office upon entering the building and sign in.
- All students will abide by the classroom rules and the St. Agnes discipline code. Students are expected to follow directives of the faculty and staff at all times.
- The front doors will be locked throughout the school day. Parents should use to use their personal security code or the doorbell to gain entry to the building.
- Visitors need to buzz at the front door to gain admittance to the building.
- Specials teacher escort students to and from their classrooms.
- Regular fire/disaster drill are conducted
- The Lake Placid Fire Department and the Board of Health inspect the school annually.
- The principal, faculty, and staff monitor student arrival and dismissal.
- Faculty, staff, and parent volunteer monitor students during the lunch period and recess.
- The principal and faculty are committed to the school's philosophy to "teach the Gospel message, build a community of faith and love."

- The principal and faculty listen to the children, address their concerns and support families to work together to resolve issues.
- The school physiologist is available to students and families upon request. Also, the names of other professionals are available from the principal.
- A crisis plan is on file in the office
- Student medication is kept in the office in accordance to state law. If your child is taken off medication or will no longer receive it at school, please submit that change in writing to the office in a dated note as soon as possible.
- The school nurse will dispose of medications that are not picked up at the end of the school year.
- A signed Physician and parent request for the administration of medication by school personnel is required in order to dispense medication.

Emergency protocol

UPDATE Coming June 2018-Hard copies will be distributed in the August back to school mailing

Communication During and After and Emergency

UPDATE Coming June 2018-Hard copies will be distributed in the August back to school mailing

Technology use agreement

Adapted from NCEA's [From the Chalkboard to the Chatroom](#)

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Agnes School.

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. Will keep my computer work area clean and I will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell

- copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-roms from home to be used on school equipment without proof of licensure and prior approval of school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to system programs for computer equipment: I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
 4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for the network resource.
 5. Students will honor the school's procedures for the storage of information. After prior notice is given, files may be deleted from the system to protect the integrity of the network or because of space limitations.
 6. As a user of a network, students will not use bulletin boards or chat rooms for personal use. In addition, students will not reveal personal information, home address, or personal phone numbers or those of students, teachers, or staff members. Transmission of any material in violation of any US or state regulation is prohibited. This included but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
 7. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate. The student is responsible for not pursuing material that could be considered offensive.

Computer privilege

The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or

school disciplinary action. The system administrators will deem what is inappropriate use, and their decision is final.

Cell phones

If a student needs a cell phone, he/she should bring the cell phone to the office upon arrival in the morning and park the cell phone in the off position for the day. The student at dismissal may pick up the cell phone. At no time during the day should a cell phone be in a student's possession.

Telephone

Permission to use the telephone must be obtained from the school office. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of emergency. Forgotten homework, athletic equipment, etc, do not constitute emergencies. Arrangements for after-school visits with friends should be made at home.

Miscellaneous

Electronic communication

Negative, disparaging, disrespectful, or derogatory statements by current students or parents regarding St. Agnes School, the employees of St. Agnes School, or the policies of St. Agnes School through engagement in online blogs, social media or any other electronic communication may result in disciplinary action.

Catholic Schools Week

St. Agnes School celebrates Catholic Education each year, during the last week of January. Students attend prayer services work on an abbreviated schedule, where classes may conclude earlier than usual in order for school wide activities to take place centering on spirit, service, and spirituality.

Student Gifts

Students should not exchange individual gifts at school. This gesture creates hurt feelings among other students. Invitations for parties should never be sent through the school using family mail unless an invitation is being given to every student in the entire class.

Teacher Gifts

Occasional gifts to teachers within reason to acknowledge appreciation are welcomed. There is no obligation to make gifts to teachers.

Title IX

St. Agnes School adheres to the tenets of Title IX. "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

Policy Amendments

St. Agnes School reserves the right to amend this handbook at any time. Amendments will be sent home via family mail.