

St. Agnes School
Parent-Student Handbook
2020-2021



Matthew 5:16
By: Emily Wilder

ST. AGNES SCHOOL

Spirit – Academics – Service... since 1865

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Contents

FACULTY and STAFF	2
ST. AGNES SCHOOL BOARD.....	7
School Governance (Limited Jurisdiction).....	7
MISSION, VISION and PURPOSE STATEMENTS	8
Our Mission	8
Our Vision.....	8
Our Purpose	8
STATUS OF STUDENTS.....	8
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (SACS) THROUGH AdvancED	8
ADMISSION POLICIES	8
Admissions Priority	9
Age Requirements.....	9
For admission to Pre-Kindergarten, the following is required:	9
For admission to Kindergarten the following is required:	9
For admission to grades 1-7 the following is required:	10
SCHOOL RECORDS AND CONFIDENTIALITY	10
FERPA Policy.....	10
School Directory.....	11
Photos/Videos of Students	11
TUITION AND FEES	12
GENERAL REGULATIONS	13
Virtus: Child/Youth Protection.....	13
Use of School Grounds.....	13
School Day.....	13
Half Day Dismissals.....	13
Care of School/Church Property	13
Absenteeism.....	14
Missed Work Due to Absence	14
Tardiness	14
EMERGENCY FORMS	15
BIRTHDAYS AND SPECIAL OCCASIONS	15
CUSTODIAL INFORMATION	15

EARLY DISMISSAL	15
CONFERENCES.....	15
CURRICULUM AND INSTRUCTION.....	16
STUDENT SERVICES	16
Student Advocacy Team (SAT) Referral Process	16
Counseling Support	16
Title 1.....	17
ASSESSMENT	17
Brigance Screening.....	17
Standardized Testing.....	17
Trimester Cumulative Exams	17
Homework.....	17
POWER SCHOOL.....	17
PROGRESS REPORTS.....	18
Archdiocesan Grading Scale for Grades 3-8.....	18
HONOR ROLL.....	18
Honor Roll Criteria.....	19
PROMOTION, RETENTION AND SUMMER SCHOOL	19
Retention Policy	19
Graduation Policy.....	19
Summer School	19
ARCHDIOCESAN ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS.....	19
Acceptable.....	20
Unacceptable	20
Web-based Services	21
CELLULAR PHONE/ELECTRONIC DEVICE POLICY	22
RESPECTFUL TREATMENT	22
ARCHDIOCESAN POLICY: HARASSMENT, INTIMIDATION AND BULLYING	22
Policy	22
Scope of Policy	23
Prohibited Conduct	23
Procedure.....	23
Bullying Policy Statement.....	24

BEHAVIOR.....	24
Positive Behavior Intervention and Support (PBIS)	25
Behavior Outside of School.....	25
Conduct/Procedural Referrals	25
STATEMENT ON PHILOSOPHY OF DISCIPLINE.....	26
Detention	26
In or Out of School Suspension	27
Disciplinary Probation	27
Expulsion	27
Searches of Students and School	28
Continuing Enrollment	28
Rights of the Principal	28
PARTNERSHIP WITH PARENTS	28
THE ROLE OF THE STUDENT	29
PARENTAL SUPPORT/COMPLIANCE	29
APPOINTMENTS—COMMUNICATION	29
SCHOOL NEWS/COMMUNICATION	29
EXTENDED CARE.....	Error! Bookmark not defined.
EXTRA-CURRICULAR SCHOOL ACTIVITIES	30
FIELD TRIPS.....	30
HOME SCHOOL ASSOCIATION.....	30
Parental Involvement.....	30
Family Service Hours / Volunteer Program.....	31
Record Keeping	31
Home School Leadership.....	31
PARENT COMMUNICATION ON SOCIAL MEDIA.....	31
EMERGENCY CLOSING, LATE OPENING, EARLY DISMISSAL.....	32
SCHOOL INSURANCE	32
SCHOOL NURSE	32
HEALTH AND SAFETY.....	32
AHERA	32
Maryland School Immunization Requirements	32
Dispensing of Medication	33

Communicable Diseases	33
Health Records	33
Head Injury	34
Allergies	34
Bloodborne Pathogens	34
Vision/Hearing Screening	34
Child Abuse and Neglect Reporting Policy and Procedures	34
Immunizations	34
Accidents	35
HEALTH CARE PROTOCOL REMINDERS	35
• Fever:	35
• Nausea/Vomiting/Diarrhea:	35
• Rash of Unknown Origin:	35
• Strep Throat:	35
• Influenza/Chest Congestion:	35
EMERGENCY PREPAREDNESS PLAN	35
TRAFFIC	36
UNIFORMS	36
Additional Dress Requirements	37
Uniform Exchange	38
Non-Uniform Day (N.U.T. Day)	38
PHYSICAL EDUCATION PROGRAM	38
USE OF THE TELEPHONE	38
VISITOR MANAGEMENT SYSTEM	38
LUNCH SERVICES	39
SCHOOL LITURGIES	39
RIGHT TO AMEND	39
PARENT ACKNOWLEDGEMENT	40

ST. AGNES SCHOOL BOARD

The St. Agnes Catholic School Board would like to welcome you to St. Agnes. Our dedicated faculty and staff create an environment that will nurture the mind, body, and spirit of your child as he or she grows and develops from pre-school through the all-important middle school years. We are thankful that you have entrusted the education of your child to us, and look forward to working in partnership with you as we embark on another school year.

To create an opportunity for each child to grow and flourish to his or her potential within our faith-based community, there are certain expectations and standards to which all must adhere. The parent handbook outlines many of the expectations, rights, and responsibilities of students, faculty, administration, and parents. Please review it carefully; these are policies that will be followed throughout the school year. Questions may arise in the course of the year that are not addressed in the handbook; please feel free to contact the School Administration with any questions you may have or concerns that you may have.

Looking forward to a happy and productive school year, we remain in Christ,

St. Agnes Catholic School Board

Mr. Pat Kearney, Chair
Fr. Isaac Makovo, Canonical Representative
Dr. Rahshida Wilson, Principal
Mr. Mike Doyle, Vice-Chair
Ms. Sarah Grago, Class of 2003
Mr. Scott Hollingsworth
Mrs. Kathy Acosta, H.S.A. President Representative
Mr. John McCaul
Mr. Mike Tribbe, Class of 1983
Mrs. Joanna Rutkowski, Class of 1983

School Governance (Limited Jurisdiction)

St. Agnes School Board follows a governance model that is deliberative, assists in leadership, and makes key decisions on budget, development, marketing and strategic planning. Within this model, the Pastor of the St. Agnes Parish serves as the Canonical Representative – a spiritual leader who oversees the Catholic Identity of the School.

MISSION, VISION and PURPOSE STATEMENTS

Our Mission

"Go, therefore, and make disciples of all nations, teaching them to observe all that I have commanded you." (Mt: 19-20)

Our Vision

St. Agnes School is a vibrant and diverse community centered on Jesus Christ in the Catholic tradition. Our program unites the heart, soul, and mind through a formation of faith, a strong academic foundation and a commitment to serving the needs of our human society. Our graduates are sent forth prepared to take their place as leaders in the church and our world.

Our Purpose

Forming students of virtue in heart, soul and mind.

STATUS OF STUDENTS

The school reserves the right to deny attendance to anyone whose behavior and conduct is contrary to the teachings and values of the school or whose behavior or attitude is disruptive to the functioning of the school community.

SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS (SACS) THROUGH AdvancED

Dedicated lay teachers staff St. Agnes Catholic School, a Southern Association of Colleges and Schools (SACS) Accredited School.

St. Agnes Catholic School has met the requirements established by AdvancED Accreditation and is accredited by SACS. The accreditation adheres to the highest quality standards and considers all aspects of how schools deliver a quality education.

ADMISSION POLICIES

St. Agnes School is a co-ed elementary school for grades Pre-K to 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its admissions policies, educational programs, or in the administration of student programs and benefits. St. Agnes Catholic School adheres to the Archdiocesan policy of admission that students who desire an educational experience founded on the Christian philosophy of education and who fulfill the age, health, and academic requirements as stated subsequently, are eligible for consideration of admission to Catholic schools in the Archdiocese of Baltimore without discrimination.

Admissions Priority

Admission is determined on a yearly basis with priority given to parishioners of St. Agnes and St. William of York Parishes. The following criteria will be used to determine acceptance:

1. Dependents of faculty and staff
2. Siblings of children already enrolled or the child of an alumnus.
3. Registered and active parishioners
4. Registered, active and supporting Catholics of neighboring parishes.
5. Catholic students transferring from another Catholic school and moving into the parish.
6. Families of other faiths seeking a Catholic education.

The final decision regarding the student's admission shall be determined by the principal and will include a review of the prospective student's academic and behavioral records.

A placement test will be administered to establish whether the student can benefit from our program of studies. The results of this test, previous records, and conduct will be considered in making decisions on acceptance.

All financial and other obligations for children transferring from other Catholic and Private schools must be met before the child will be admitted to St. Agnes Catholic School.

Age Requirements

Under a plan set by the Maryland State Department of Education, to be eligible for Kindergarten, the child must turn 5 by September 1, 2020; to be eligible for Pre-K(4), the child must turn 4 by September 1, 2020; to be eligible for Pre-K(3), the child must turn 3 by September 1, 2020.

For admission to Pre-Kindergarten, the following is required:

1. Baptismal Certificate, if Catholic
2. An original copy of the child's birth certificate
3. Up-to-date immunization records
4. Child is independent in the bathroom
5. Shadow day, or meet and greet
6. Completion of a basic assessment
7. \$50 non-refundable Application Fee, per child
8. \$250 non-refundable Enrollment Deposit, per family

For admission to Kindergarten the following is required:

1. Baptismal Certificate, if Catholic
2. An original copy of the child's birth certificate
3. Up-to-date immunization records
4. Shadow day
5. Completion of the Brigance Assessment
6. \$50 non-refundable Application Fee, per child
7. \$250 non-refundable Enrollment Deposit, per family

Acceptance into the Kindergarten for all students is contingent on the results of this developmental screening. Admission into the Kindergarten is based upon the space available with first preference

given to children completing our Pre-K(4) program. All others will then be considered for enrollment if space is available.

For admission to grades 1-7 the following is required:

1. Age Appropriate Sacramental Certificates, if Catholic
2. An original copy of the child's birth certificate
3. Up-to-date immunization records
4. Shadow day
5. Completion of the placement assessment
6. \$50 non-refundable Application Fee, per child
7. \$250 non-refundable Enrollment Deposit, per family
8. Two years of records (report cards & standardized tests)
9. The child must perform satisfactorily on an academic placement test. This test, along with the child's academic, behavioral and standardized testing records from his or her previous school, will be the determining factor for acceptance.

Normally, new students are not accepted into Grade 8. Exceptions are made on a case-by-case basis.

New students are accepted for a probationary period at the discretion of the principal. It is expected that the student will subscribe to the St. Agnes Catholic School philosophy and meet academic expectations and standards of behavior.

Religion classes, other religious services, and Christian services activities are required each year for all students, including non-Catholic children, who attend St. Agnes School.

SCHOOL RECORDS AND CONFIDENTIALITY

FERPA Policy

St. Agnes Catholic School complies with the Family Educational Rights and Privacy Act (FERPA), which is a Federal law that protects the privacy of student education records. In general, FERPA gives parents certain rights with respect to education records. (The rights granted to parents under FERPA automatically pass to the student when the student turns 18 or enrolls in college.) These rights and related procedures of St. Agnes Catholic School are as follows:

- Parents have the right to inspect and review the student's education records maintained by St. Agnes Catholic School. Parents should submit to the Principal a written request that identifies the record(s) they wish to inspect. The School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
- Parents have the right to request that the school correct records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents who wish to request an amendment of the student's records should write to the Principal and clearly identify the part of the record they believe is inaccurate or misleading and the information they believe should be included in a corrected record. If the School decides not to amend the record as requested, the School will notify the parent of the decision and the parent's right to request a hearing.

- Parents generally have the right to consent in writing to disclosures of information from a student's education record. However, there are certain exceptions to the consent requirement, including disclosures under the following conditions:
 - To school officials who have a legitimate educational interest in the information. A school official is a person employed by the School or the Archdiocese as an administrator, supervisor, instructor, or support staff member (including health or medical staff); a person or company with whom the school has contracted to provide a service (e.g., attorney); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibilities or duties to the school.
 - To other schools to which a student is transferring.
 - In connection with financial aid under certain circumstances.
 - To specified officials for audit or evaluation purposes.
 - To organizations conducting certain studies for or on behalf of the school.
 - To accrediting organizations.
 - In order to comply with a judicial order or lawfully issued subpoena.
 - To appropriate officials in cases of health and safety emergencies.

School Directory

St. Agnes Catholic School also may disclose appropriately designated "directory information" without written consent unless a parent objects in writing. The primary purpose of directory information is to allow the School to include this type of information in certain publications. Examples of such publications include a playbill, showing the student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets.

St. Agnes Catholic School has designated the following as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Photograph
- Honors and awards received
- Dates of attendance
- Grade level

Parents who do not want the St. Agnes School to disclose the above directory information without their prior written consent must notify the Principal in writing by September 16, 2020.

Parents have the right to file a complaint with the U.S. Department of Education concerning alleged failures by St. Agnes Catholic School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520.

Photos/Videos of Students

St. Agnes School regularly publishes information about school activities or student accomplishments including first names, pictures, videos, and/or student work. Publications include both print and

online media. **Parents who do not want the School to publish images, videos or work of their child(ren) must notify the Principal in writing by September 16, 2020.**

TUITION AND FEES

The tuition plan for St. Agnes Catholic School is published annually. **Application, enrollment and re-enrollment fees are non-refundable. All tuition paid to St. Agnes School is non-refundable. Students who withdraw at any time, whether voluntarily or involuntarily are not eligible for refunds.**

All tuition must be paid in full by May 30 or report card packets, student academic records and graduation diplomas will be withheld. All families must meet their financial obligations on a prompt and regular basis or late fees will be applied. Three payment options (annual, semi-annual, and monthly) are extended and each family is asked to choose the option that is best for it.

St. Agnes Catholic School uses FACTS Tuition Management to collect tuition. Enrollment in FACTS Tuition is mandatory for all families unless the entire year's tuition and all school fees are paid by July 15th prior to the beginning of the school year or at the time of registration. St. Agnes Catholic School reserves the right to suspend a student and to withhold all official school records if the parents have not met all financial obligations. A fee of \$35.00 will be charged for returned checks. In the case of more than one returned check during the school year, only cash will then be accepted.

If a student enters the school during the school year, tuition and financial assistance (if applicable) will be prorated based on month.

Tuition is expected to be paid on the scheduled date as noted in FACTS. Failure to do so will bring about the following responses:

1. A missed payment will receive a phone call from a member of the school office staff.
2. Should a family receive permission to move their payment date, they are expected to become current on the agreed upon date.
3. Access to the parent portal in Power School will be denied for any payment that exceeds 30 days past due.
4. Any family who is not current with their financial obligations (tuition and/or fees) at any point in the year, will not receive a copy of their child's Interim Progress Report or Trimester Report Card until at which time the family becomes current.
5. Any family who has received an adjusted payment plan, must adhere to that plan or risk disenrollment from the school.
6. A student disenrolled for financial reasons is not eligible to return to St. Agnes until all tuition and fees have been paid and the principal approves of the re-enrollment of the student.

If all financial and volunteer obligations have not been met, eighth grade students will not be eligible to:

- Participate in the activities planned for the graduating class
- Attend the eighth grade field trip
- Participate in the Baccalaureate Mass or Graduation Ceremony
- Academic records will not be forwarded to the student's high school

Families who are not current with their financial obligations to the school are not provided enrollment priority for the 2021-2022 school year. Moreover, failure to remain current with these obligations will likely result in the loss of secured enrollment for the 2021-2022 school year.

GENERAL REGULATIONS

The principal reserves the right to institute any rule or policy at any time without amending the handbook in order to ensure the safety of the children, advance the academic mission of the school, or strengthen the children's religious formation.

Virtus: Child/Youth Protection

The Archdiocese of Baltimore is committed to providing a safe environment for children entrusted to the Church's care. St. Agnes Catholic School follows the policy of the Archdiocese of Baltimore regarding volunteer training and screening.

All volunteers and chaperones must complete the Archdiocese of Baltimore Application for Volunteer Service, the Volunteer Criminal History Screening Consent Form and have completed the VIRTUS online training. If a volunteer applicant refuses to complete any part of the screening or training, he/she cannot serve as a volunteer.

Use of School Grounds

No one is permitted on school grounds unsupervised at any time before or after school. This prohibition includes weekends and holidays.

School Day

The school day begins promptly at 8:05 AM. Dismissal procedures occur at 3:05 PM. If a parent must speak to a teacher, it should not be done in the context of the school day during class time.

Students should not arrive before 7:50 AM or remain after 3:15 PM

The school is not responsible for supervision of students before or after the times stated above, and the school is not liable for any injuries or accidents which may occur. This is required by insurance coverage and is done for the safety of the children. Parents are advised, therefore, to follow the times as stated above.

If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times.

Half Day Dismissals

When St. Agnes School has a half-day, dismissal is at 12:05 PM. Students should not remain after 12:05 PM.

Care of School/Church Property

Students are expected to take proper care of all school textbooks and material. School textbooks are to be covered at all times. Students are expected to carry their books in a lightweight book bag.

Loss of, or damage to, any school textbook or library book, or technology device will be subject to replacement or a fine covering the cost of the item.

School furniture, equipment and property are to be cared for responsibly and any damage or defacement will be penalized. Parents/Guardians will be expected to assume the cost of necessary repairs or replacement. Potentially harmful and dangerous items will not be permitted on the premises at any time or at any school related function. Possession of such an item may result in immediate suspension or expulsion.

Absenteeism

When your child is absent, the school office should be contacted by 9:00 AM. If the parent makes no contact, the school nurse will contact the parent at home or work to confirm the absence. If a child is absent for three or more consecutive days, a physician's note must be obtained before returning to school.

Excessive absence or lateness may result in a parent/student/administrator conference, afterschool make-up time, or retention. The Compulsory School Attendance Laws of Maryland require that you see that your child arrives and attends school on a daily basis. Absences are excused with proper documentation for any of the following reasons: 1) Death in the family, 2) Court summons, and 3) Personal illness. Parents are asked not to take children out of school for appointments, etc. In cases where this is a necessity, the parent must send a note into the office indicating pick-up time etc. The parent must come to the school office to sign-out and pick-up the child. Under no circumstance will a child be permitted to leave otherwise.

If a student is absent from school for any reason, he/she may not participate in after school activities (athletic games, practices, Middle School social events, etc.)

Missed Work Due to Absence

It is the responsibility of the student, under the supervision of the parent to make up work that has been missed due to absence. Parents may call the school office by 9:00am to request homework when a student is absent. In such a case, homework items (not available on-line) for absent students will be delivered to the school office, where it may be picked up before 3:30pm. Students have one day per day absent to make up work. Middle school students are encouraged to see each teacher immediately upon returning to school to find out about missing assignments and to develop a plan to accomplish them. Older students are encouraged to exchange phone numbers with a responsible classmate in each of your courses to discuss missed assignments.

Any planned vacation absences when school is in session is **strongly discouraged**. If such an absence does occur, please notify your child's teachers of an extended absence via letter or email. Work will be available upon return.

Tardiness

Students may arrive for official drop-off at 7:45AM. **The school day begins promptly at 8:05 AM.** Parents must escort children to the office to receive a late pass for admittance to their classroom if arriving at school after our daily Community Meeting. Students will not be admitted to class if they are not signed in by a parent. Children arriving after 9:45 AM are considered to be absent ½ day.

It is important that children arrive on time each day since tardiness can create a difficult start to the day for the child and disrupt the learning environment for all children. **Please note that multiple tardy infractions will result in an assigned recess detention for each additional tardy.** Furthermore, if a child is consistently tardy, a parent/administrator conference will be scheduled.

Late Pick-ups

While we do understand traffic and last-minute work or family obligations will happen, we do expect that children are picked up on time. Families who are late to pick up their child(ren), after 3:15, will be given **one exception per school year.** After the one-time exception, families will be charged a \$25 late fee through FACTS per occurrence.

EMERGENCY FORMS

Each student is expected to have an emergency form on file in the school office. Students will only be dismissed to the parent/guardian, those adults listed on the emergency form, or an adult designated by the parent in writing, fax, e-mail or verified phone call.

It is essential that all information on the emergency form in the school office is kept accurate and up to date at all times. The school office should be notified in writing immediately should there be a change of address or telephone number (home and business).

BIRTHDAYS AND SPECIAL OCCASIONS

Due to current health and safety protocols, parents will not be allowed to send in treats or snacks for the class to share. The class will celebrate with students in other ways to make them feel special.

CUSTODIAL INFORMATION

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor court-certified arrangements that are not on file in the office.

EARLY DISMISSAL

Requests for early dismissal must be submitted in writing or by electronic mail. Parents are asked not to request early dismissal for a child unless absolutely necessary.

Anyone coming to pick up children for early dismissal must report to the office where he/she must:

1. Show a photo ID and
2. Sign the child out

Students will only be dismissed to the parent/guardian, those adults listed on the emergency form or an adult designated by the parent in writing, electronic mail or by a verified phone call.

CONFERENCES

Our teachers are available for conferences at St. Agnes Catholic School and welcome the chance to discuss your child's progress with you.

Progress Reports are distributed three times a year. And during the mid-point of each trimester, Interim Progress Reports are sent home. For this reason, parent-teacher conferences are scheduled

as an invitation to discuss a student's progress during the mid-point of the First and Second Trimesters.

Outside of scheduled conference days, if either the teacher or the parent deems it necessary to meet, individual conferences can be requested by email. Prior to any conference, parents or guardians are expected to notify the office if anyone other than the designated personnel are to be included to the conference.

CURRICULUM AND INSTRUCTION

The instructional program and curriculum are delivered in concert with the Archdiocesan Course of Studies and the regulations of the Maryland State Department of Education for non-public schools.

The curriculum offers instruction in Religion, Language Arts and Reading, Math, Science and Social Studies, Art, Music, Physical Education, Technology and Spanish. Our curriculum is based on national standards in all the subjects previously listed.

The curriculum emphasizes growth in all areas of development, challenging and supporting the child spiritually, socially, emotionally and cognitively. Children learn through a wide variety of experiences, which offer opportunities to use and express multiple intelligences as well as a variety of learning styles. Instruction is directed in such a way so as to foster the development of critical thinking skills and creative problem solving.

Religion classes, other religious services, and Christian service experiences are required each year for all students, including non-Catholic children, who attend St. Agnes School.

STUDENT SERVICES

Student Advocacy Team (SAT) Referral Process

If a child is not progressing academically, the school may ask the parents to initiate or the parents may initiate on their own the process to request professional assistance from Child Find, a special education service provided by the Public School System for identifying children from ages three through twenty-one who are suspected of having an educational disability and who may be eligible for special education and related services.

The Student Advocacy Team (SAT) is available for children who may need further academic assistance. The SAT process begins with the collection of screening information to determine if there is a reason to suspect a disability under special education laws. Members of the SAT committee and St. Agnes Faculty are available to assist families during this process to determine whether or not an evaluation plan is necessary for the child.

If an evaluation plan is developed and the test results determine that there is a need for implementation of an Individualized Education Program (IEP), St. Agnes School administrators will consult with the parents to determine the most appropriate academic placement for the child. A Student Accommodation Plan may be put in place, if needed, and all parents and teachers must sign off on this plan.

Counseling Support

St. Agnes has a dedicated staff member to provide emotional, social and behavioral support by means of individual and group (in some cases) counseling services. The school counselor is also

involved in presenting and discussing various topics to an entire class. As a customary policy, parents will be contacted by the counselor if the child meets with her/him more than two times on any one specific matter.

Title 1

In partnership with both Baltimore County and Baltimore City, St. Agnes assists in the implementation of Title 1 services. This Federal Government sponsored program provides academic support to eligible and qualifies students in need. To be considered eligible, a student must reside in a Title 1 school area. In addition, student qualify for such services if they demonstrated an academic concern based on standardized testing data, daily school work deficiencies and a teacher recommendation.

ASSESSMENT

Brigance Screening

All incoming Kindergarten and 1st Grade students will be tested using the Brigance Assessment. This assessment not only offers information about the developmental skill level of each child, but in addition, it offers criteria for planning instruction that will meet the collective and individual needs of all children through both classroom and home activities. Copies of the assessment results will be sent to parents following the testing date.

Standardized Testing

Children in grades 2 - 8 will be administered the Scantron Assessments in the spring. The CoGat assessment is administered to grades 2, 4 and 6. In addition, the Assessment of Catholic Religion Education (ACRE) is administered to children in grades 5 and 8. Assessment results are used in curriculum and instruction planning.

Trimester Cumulative Exams

Students in grades 7 and 8 will have cumulative exams or a cumulative project in Religion, Language Arts, Math, Science, and Social Studies according to a published schedule. Study guides will be provided at least 7 days prior to the test date. The middle school instructional team in collaboration with the administration will determine and publish the guidelines regarding the exam schedule.

Homework

Homework is an essential component of the learning and assessment process. Its purpose is to reinforce the skills that have been taught during the school day through independent practice. Students are required to complete their homework assignments and turn them in on their due date. Late assignments will be given reduced credit and if not completed within one week of its due date, zero credit may result. In case of a student's excused absence, the student has one day to make up work for each day that he or she is absent.

POWER SCHOOL

Power School is a web-based student information system for grades 3 - 8. It serves as an excellent tool for communication among parents, teachers, and administrators.

Parents receive set up an account and password to ensure security and provide access to their child/children's grades. Parents are encouraged to seek automatic weekly notification of their child's

progress through Power School. Grades are updated weekly. Parent access is available after October 1st.

PROGRESS REPORTS

Observation and evaluation of a child's skills is an ongoing process, which warrants effective communication with the parent.

Teachers will communicate concerns regarding students in a timely manner, requesting a conference when necessary. Parents are asked to read the information provided by their child's teacher regarding the curriculum, special programs and projects as well as to assist children with homework and to regularly review class work as a part of the assessment process.

Each trimester a written progress report of the child's skills will be given to parents. Progress reports will be sent home in a parent envelope by way of the child's home folder. Students in grades 3 through 8 will receive interim progress reports generated from Power School. Parent conferences will be scheduled in the first and second trimester to discuss student progress. All fees and tuition need to be paid in full and all library books need to be returned before any report card will be released. Middle school students may have their final progress report mailed to them.

Archdiocesan Grading Scale for Grades 3-8

A+	97 - 100	C+	80 - 84
A	93 - 96	C	75 - 79
B+	89 - 92	D	70 - 74
B	85 - 88	E	69 and below

Achievement Comments are earned in the special subjects and in the standards for each major subject.

I	Independent/Proficient
V	Very Good
P	Progressing
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory/Not Progressing

The following Progress codes are earned in the categories of effort, conduct and unstructured time.

O	Outstanding
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory/Not Progressing

HONOR ROLL

Students in Grades 6, 7, & 8 are eligible for the Honor Roll.

Honor Roll Criteria

Students meeting the criteria below will be on the honor roll.

Principal's List	A's/A+'s in 5 major subjects. No grade lower than a B+ in any other subject. No "I"s or "U"s in any subject in conduct or effort
First Honors	A's and B+'s in 5 major subjects. No grade lower than a B in any other subject. No "I"s or "U"s in any subject in conduct or effort.
Second Honors	A's / B's in 5 major subjects. No grade lower than a C+ in any other subject. No "I"s or "U"s in any subject in conduct or effort.

PROMOTION, RETENTION AND SUMMER SCHOOL

Retention Policy

Parents will be notified by the end of the Second Trimester if there is any possibility of failure, or dismissal of a student for academic reasons. Poor attendance or excessive tardy infractions may be a contributing factor to the retention of a student. A student absent for more than 20 days will be in danger of being retained. St. Agnes School follows Archdiocesan guidelines in terms of failure or retention.

Each child's promotion or retention will be reviewed on a case-by case basis. The principal will make this decision in consultation with the teachers and parents. The principal is the final recourse in all matters of promotion or retention.

Graduation Policy

A student earning an E in one of the major subject areas of Religion, English Language Arts, Math, Science or Social Studies will be required to attend summer school or if approved by the principal, receive a minimum of 15 hours of private tutoring. For 8th grade students, a Certificate of successful completion must be presented to the principal of the high school and the principal of St. Agnes Catholic School before school reopens. The official St. Agnes School Diploma will be held until all of the above has been accomplished.

A child who has failed one of the major subject areas for the year may not be permitted to attend the graduation ceremony, at the discretion of the principal.

Summer School

A student in any grade who has received one E (Emerging) or E in an academic subject or skill area will be required to attend summer school or receive a minimum of 15 hours of tutoring. Written proof of attendance and the successful completion of the approved remediation program is required before return and promotion to the next grade in St. Agnes Catholic School. A student who has received a D in an academic subject or skill area is strongly encouraged to attend summer school or receive a minimum of 15 hours of tutoring.

ARCHDIOESAN ACCEPTABLE USE POLICY FOR THE INTERNET AND TECHNOLOGY TOOLS

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer

equipment, Chromebooks, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the St. Agnes School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the St. Agnes School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, whether on a St. Agnes School-owned or personal device, are responsible for adhering to the following guidelines for acceptable use.

Acceptable

Acceptable uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:

- Respect the privacy and property rights of others and the well-being of the St. Agnes School
- Are consistent with Roman Catholic values and morals
- Treat technology tools and computer equipment with respect.

Unacceptable

Unacceptable uses of the Internet and technology tools include but are not limited to:

- Violating the rights or privacy of others, including by photographing or filming an individual without consent
- Posting or distributing videos or photographs without consent of the persons depicted and from St. Agnes School
- Using technology to send profanity, obscenity, or other offensive or harmful language
- Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)
- Sending false information or sending messages to the St. Agnes School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)
- Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols

- Revealing personal information beyond what is required for login while using Internet or web-based resources
- Responding to inappropriate messages from others (which should be reported to St. Agnes School)
- Downloading or copying information onto disks or hard drives without prior teacher approval
- Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)
- Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)
- Using or accessing another's account (network accounts are to be used only by those for whom the account has been established)
- Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.
- Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.
- Accessing or searching files, directories, or folders for which the user does not have authorization
- Intentionally erasing, renaming, or disabling of anyone else's files or programs
- Accessing social media, email, or other off-task websites or apps during school without explicit permission of a teacher or adult supervisor
- Violating the St. Agnes School conduct rules or the law.

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- Reviewing and discussing this policy with their child as well as supporting St. Agnes School in its enforcement
- Partnering with the School in monitoring their child's technology use
- Modeling appropriate Internet behaviors for their child
- Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to St. Agnes School personnel.

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Web-based Services

St. Agnes uses G-Suite applications (formerly Google Apps for Education) as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-

based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the school's web-based services and corresponding privacy policies are available upon request. By enrolling a child in St. Agnes, the parent consents to the child's participation in the school's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the principal in writing.

CELLULAR PHONE/ELECTRONIC DEVICE POLICY

Cellular telephones may not be used during school hours, school functions, or in the school building. All such devices must be turned OFF, not kept on silent or vibrate mode. Text messages may not be sent or received. Cell phones must remain in the backpack at all times during school hours. **As well, smart phone wrist watches may not be used during the school day.** Picture taking or video filming with any electronic device is not allowed on school property or at school functions unless approved by the school administration. Failure to follow this policy will result in the confiscation of the cell phone or electronic device. A parent must call to set-up an appointment with an administrator to retrieve the cell phone. If multiple offenses occur, the cell phone will no longer be permitted on campus. If a phone or any electronic device is brought to school, it is the complete responsibility of the student and the school is not responsible for loss or damage under any circumstances.

RESPECTFUL TREATMENT

St. Agnes School expects that each member of our community will value others with respect and dignity. The mistreatment of anyone in our school community: student, volunteer, teacher, office staff, administrator, parent, maintenance staff, and visitors will not be tolerated. This policy is an expression of our desire to make St. Agnes School a community of peace and example of God's love.

ARCHDIOCESAN POLICY: HARASSMENT, INTIMIDATION AND BULLYING

Harassment or abuse of any kind is not acceptable behavior in St. Agnes School and will result in disciplinary action up to and including suspension/expulsion.

Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment, on the basis of race, color, sex, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

St. Agnes School is a co-ed elementary school for grades Pre-K through 8. It does not discriminate on the basis of race, color, sex, national origin, religion, age, disability or handicap, gender identity

or expression, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process). The school is not required to adopt any rule, regulation, or policy that conflicts with its religious or moral teachings. Requests for reasonable accommodations for a student with a disability may be directed to the Student Advocacy Team.

Religion is required for each year a student attends St. Agnes School. All students enrolled in St. Agnes School must attend religion classes and services. The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body.

Scope of Policy

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

Prohibited Conduct

For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, or protected activity, that:

- Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
- Otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, sex, national origin, religion, age, handicap or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Procedure

- Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal, the Superintendent of Catholic Schools.
- Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
- Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the

filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.

- Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be communicated to the Department of Catholic Schools.

Bullying Policy Statement

Bullying, harassment, or intimidation of any student on school property or at school-sponsored functions or by the use of electronic technology is prohibited in all Archdiocese of Baltimore Schools. Such behaviors are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, all Archdiocesan schools will follow established procedures for prevention and intervention.

Bullying, harassment, intimidation, or retaliation against anyone who has reported these behaviors is prohibited. Students engaging in these behaviors on school property, at school-related activities, off school property or after school hours when the behavior threatens or is likely to substantially disrupt or adversely affect the school-related environment for students or significantly impacts the interest of students or the school community are subject to disciplinary and/or legal action.

Students, parents, employees, and service providers are responsible for reporting incidents of bullying, harassment, intimidation, or retaliation. A standardized reporting form is available from the School Office. School principals will ensure that all illegal behaviors are reported to the appropriate local authorities and the Superintendent of Catholic Schools immediately.

As used in this policy, "bullying, harassment, or intimidation" means intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being and is:

- motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, or physical or mental ability or disability; or threatening or seriously intimidating; and occurs on school property, at a school activity or event, or on a school bus; or substantially disrupts the orderly operation of a school.

BEHAVIOR

To maintain a positive learning environment and standards that are consistent with our Christian philosophy, it is essential that students exhibit a sense of responsibility and respect for themselves as well as others. Listed below are some behaviors that are unacceptable:

- Disrespect in manner and/or language
- Rowdiness
- Using the property of others without permission

- Dishonesty
- Disruptive Behavior
- Failure to have necessary supplies for class work
- Dangerous Play
- Rudeness
- Vulgarity
- Dress code violations
- Chewing gum or eating in class
- Harassment of any kind by word or manner
- Possession or consumption of any drug or look-alike drug while at school or while attending a school function
- Possession or consumption of alcohol while at school or while attending a school function
- Possession of knives/weapons or look-alike knives/weapons
- Possession of pornographic material(s)
- Smoking/using matches
- Willful destruction of school property
- Leaving school property without permission
- Theft or extortion
- Fighting or threats of violence
- Harassment

Typically, the teacher will deal with infractions. However, should circumstances warrant, the parent involved and/or the Administration will be consulted.

Positive Behavior Intervention and Support (PBIS)

PBIS is a program that provides a structural framework and designed to help create a positive climate of cooperation, academic excellence, personal responsibility and safety. These principles help create an optimal learning environment and empowers the students of St. Agnes to be Courteous – Responsible – Safe – Disciples.

Behavior Outside of School

The school reserves the right to impose disciplinary sanctions on students for behavior that occurs outside of school including electronic communications that impact the reputation of the school community and the religious formation, education, safety of our students.

Conduct/Procedural Referrals

A Conduct-Procedural Referral Form is used to communicate violations of school policies and procedures. A referral may be issued by faculty, staff, or administration. It must be signed by a parent or guardian and returned the next school day.

Conduct referrals may be administered for:

1. Failure to observe school/class rules
2. Destructive to school property
3. Disrespectful/discourteous/rude behavior to an adult
4. Unacceptable physical contact or striking of another student

5. Multiple or repeated incidents of insubordinate behavior
6. Other serious infractions

Procedural referrals may be administered for:

1. Failure to observe school/class rules
2. Running in hallway/classroom
3. Inattentive behavior
4. Excessive talking or loud behavior
5. Inappropriate etiquette at school functions, assemblies or liturgies
6. Failure to abide by the Acceptable Use Policy for Technology
7. Unacceptable or ill-timed use of communication device
8. Dress code or hair style infraction
9. Other incidents of disruptive or inappropriate behavior

Conduct/Procedural Referrals may merit the assignment of one or more of the following:

1. Teacher conference held with student
2. Student referred to the principal
3. Lunch, recess, or after-school detention
4. Student removed from class
5. Student sent home
6. Student suspended
7. Parent contacted
8. Parent conference requested

STATEMENT ON PHILOSOPHY OF DISCIPLINE

St. Agnes School strives to develop responsible, courteous, self-disciplined boys and girls whose pride in themselves, their parents, their school, and their community is reflected in their behavior. The development of such young people requires a consistent practice of thoughtful, responsible behavior during these formative years. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of responsibility: to establish an atmosphere conducive to academic excellence; and to protect the welfare and dignity of the individual, as well as that of the school community.

Students may be disciplined for conduct that occurs on school premises or at school-sponsored events, or for other conduct that adversely affects the interests or reputation of the school regardless of where the conduct occurs.

Detention

Lunch/recess detentions may be given at the discretion of the teacher or administrator. Afterschool detention will typically be held on Tuesday's and Thursday's from 3:15 PM to 4:00 PM. Children serving detention will not be permitted to attend extended care the day that the detention is served. Failure to attend detention sessions as scheduled may result in the assignment of additional time or suspension. The detention period will require the student to complete assigned work that might be academic or reflective in nature; and as well, may also include cleaning maintenance or other service to the school.

In or Out of School Suspension

Suspension may be given to a student in cases of serious or repeated misconduct. A suspension period can remove a student from class for one or more days. During an in-school suspension, the student will be removed from their regularly scheduled class and supervised by a staff member. During an out-of-school suspension, parents provide supervision of the student off campus. Students must complete all assignments given during the suspension period. While suspended, the student is ineligible to attend or participate in any school sponsored activity. In addition, the student may be placed on disciplinary probation for a time period that is determined by the principal. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with the Administration for reinstatement.

Any student suspended for any reason may be excluded from the honor roll, participation in special school activities – field trips, field days, school sports events and/or special class activities, or any other event or activity at the discretion of the principal.

The Administration reserves the right to determine the conditions for reinstatement.

Disciplinary Probation

A student is placed on probation for any serious misconduct. The probationary time period will be determined by the Principal. This designation is assigned to a student who has failed to demonstrate improvement in conduct after warnings or who has been involved in a serious offense against school policy. Probation is both a formal notification to parents that their child may face possible expulsion if further behavioral issues continue to occur, and as well, a trial period in which the student must demonstrate significant improvement in behavior. A violation of probation may result in immediate dismissal by the Principal if circumstances warrant such action.

Expulsion

Expulsion is a denial of the right to attend school for the remainder of the school year and thereafter. It is warranted when extreme violations of school rules take place, repeated indifference to correction is demonstrated, or the well-being of those within the school community has been jeopardized. This action and the authority to do so lie in the hands of the principal and the superintendent of Catholic Schools. Parent and student will attend a meeting conducted by the administration before the expulsion is finalized. The following list gives examples of student behavior that violate school policy and may result expulsion whether they occur at school or during school sponsored activities:

- Physical or psychological abuse of others.
- Insolence, disrespect, or insubordination of authority.
- Extortion.
- Arson.
- Grave defacing or destruction of school, church, personal property.
- Habitual disruption of school functions.
- Possession of and/or trafficking in alcohol and other drugs, as well as drug paraphernalia.
- Possession of a weapon, or any other dangerous article or look-alike weapon.
- Possession of and/or trafficking in pornographic materials.
- Criminal activity.

- Conduct unbecoming a student of a Catholic school.

The principal reserves the right not to re-admit an expelled student. If a student is to be expelled, the student is entitled to a prompt review procedure established by the Department of Catholic Schools. A written request for review must be submitted to the Superintendent of Catholic Schools within 10 working days of the notice of intent to expel. Parents are given the option to withdraw the student in lieu of expulsion.

Searches of Students and School

The school reserves the right to search school property, a student's belongings and areas under a student's control to enforce school policies, rules, and regulations, and/or to otherwise preserve a safe and orderly learning environment.

Continuing Enrollment

Students who demonstrate a pattern of repeated disciplinary difficulties and an unwillingness to change behavior may not be invited to reenroll in school for the following year. A lack of involvement or cooperation by the parents in dealing with behavioral and academic difficulties, and/or ongoing delinquent tuition/fees, may also result in non-renewal of student enrollment. Families who are not current with their financial obligations to the school are not provided enrollment priority for the 2021-2022 school year. Moreover, failure to remain current with these obligations will likely result in the loss of secured enrollment for the 2021-2022 school year.

Rights of the Principal

The principal reserves the right to determine the seriousness of student behavior. The principal will also determine if certain cases of misconduct require stronger measures. The principal may waive any disciplinary rule for just cause.

PARTNERSHIP WITH PARENTS

In enrolling your child in St. Agnes School, you agree to certain important responsibilities. These include:

1. To be a partner with the school in the education of your child.
2. To understand and support the Catholic mission and identity of the school.
3. To read all communications (the Wednesday e-Folder, e-mail notes, letters, etc.) from the school and to request clarification when necessary.
4. To know who your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings.
5. To discuss concerns and problems with the person (s) most directly involved.
6. To be as actively involved as you can be in the life of the school and to volunteer assistance when possible.
7. To promote your school and to speak well of it to others.
8. To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible.
9. To appreciate that Catholic education is a privilege that many persons do not have.
10. Maintain effective communication among students, faculty, staff and administration.
11. Teach and explain to children respect for law, for authority, for faculty and staff, for the rights of others, and for private and public property.

12. Monitor student progress via the PowerSchool Parent Portal.
13. Insist on prompt and regular school attendance and comply with attendance rules and procedures.
14. Communicate with the school nurse about health requirements:
 - a. Immunization Records/Health Inventories
 - b. Current Medications
 - c. Allergy Protocol
 - d. Short and Long Term Illnesses
15. Carry out recommendations made in the best interest of the child.
16. Understand and comply with the procedures of the school concerning student conduct and cooperate in carrying out disciplinary action.
17. Model Catholic values with the child.

THE ROLE OF THE STUDENT

Students are called to contribute to the educational and spiritual environment of our school. To accomplish this, all students should:

1. Recognize and respect the authority of the faculty, staff and administration.
2. Work to their fullest potential.
3. Conduct themselves in a Christ-like manner.
4. Accept responsibility for their actions.
5. Respect the rights and property of others.
6. Obey school procedures and regulations.
7. Arrive on time to school and classes daily.
8. Observe the dress code policy.
9. Refrain from damaging and defacing the school property and environment.
10. Model Catholic values.

PARENTAL SUPPORT/COMPLIANCE

In cases of serious or repeated noncompliance by a parent with school policies or procedures, the administration reserves the right to withdraw that parent's child/children from the school.

APPOINTMENTS—COMMUNICATION

When in doubt regarding some school regulation, please refer to the on-line school handbook. Should further clarification be required, please contact the school office to clarify your question.

Parents may not disturb a member of the teaching staff or a student, before school, in the morning, or during the school day. Requests for meetings should be arranged via e-mail.

If concerns arise, whether they are academic or disciplinary in nature, please contact the teacher directly. Should concerns persist, parents may then share them with the principal.

Appointments with the principal may be made by calling the office.

SCHOOL NEWS/COMMUNICATION

Every Wednesday, information about school events, important dates and happenings, etc., will be posted on the school web site via the Wednesday eFolder. Parents are expected to be aware of the

information included in this weekly correspondence. When necessary, a hard copy of particular information will be sent through the **youngest and/or only child in the family**.

EXTRA-CURRICULAR SCHOOL ACTIVITIES

Most of our extra-curricular activities are open to all eligible students. In the event there is a maximum student–capacity for an extra-curricular activity, all qualified students may try out to be a participant. The school is committed to providing everyone a fair chance to participate.

Unfortunately, not everyone who tries can be accepted. The decision of the moderator, in consultation with the principal, is final. Parents are encouraged to help their children understand that not everyone will be selected.

FIELD TRIPS

At this time, field trips are not permitted. We will reevaluate for the Spring. Field trips are considered an integral part of the school’s educational program and a valuable learning experience for students. Field trips are scheduled at various times during the school year. In advance of the trip, a permission form, required by the Archdiocesan Department of Catholic Schools, is sent home. A student will be permitted to attend the trip only if the permission form is signed by the parent/guardian and returned to the teacher by the specified date along with any fee.

If, for some extraordinary reason, a student is unable to participate, fees must still be paid since the rates we are quoted reflect total participation.

If a student is unable to attend because of illness, we cannot promise a refund. The teacher must be notified if a child will not participate in the field trip experience. Students who are kept home from the trip will be marked absent.

Parent(s)/Guardian(s) are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings are not allowed. We do not permit parents not selected as chaperones to join the group at the trip destination as this creates confusion. **All chaperones are required to complete the Virtus training.**

HOME SCHOOL ASSOCIATION

An integral part of the school program is the organization composed of all the parents and the school staff. This organization is another link between home and school by which parents are informed of school activities, programs, new trends in education and the role of the parent in the education of their children. The many activities sponsored by the Home School Association benefit the entire school community, most especially our students.

The Home School Association meets three times a year (September, February & May). These three meetings are intended for parents/guardians only. At least one parent/guardian from each family should plan to attend, please leave your children at home if at all possible. All parents are expected to be involved and active volunteers of this vital organization.

Parental Involvement

The strength of a school community relies heavily on the support and involvement of all the families whom the school serves. Each family of St. Agnes Catholic School must be involved in at least one of the many Parent Programs that serve our students.

Family Service Hours / Volunteer Program

Currently under review for the 2020-21 School Year: All volunteers must have completed the Application for Volunteer Service, the Volunteer Criminal History Screening Consent Form, provide 3 written references, and have completed the Virtus online video training.

1. Parents with students in Prekindergarten through 8th grade are required to accumulate 20 hours/year, per family, from July 1, 2020 through May 15, 2021.
2. Any family member may volunteer towards the completion of the 20 hours, but all volunteers must be VIRTUS trained if they are participating in an event with children present.
3. The hours also have a monetary value of \$20.00 each (one hour = \$20.00)
4. Other fundraising during the school year also provides an opportunity to earn volunteer hours.
5. Chaperoning field trips does not count toward volunteer hours.

Record Keeping

Each family can log hours on the online form, found on the St. Agnes Catholic School website. Each family is responsible for their own record keeping.

This program meets the requirements of fees that need to be met by the end of each school year. See TUITION and FEES in this book.

Home School Leadership

HSA Executive Board

Kathy Acosta, President
Kristin Young, Vice President, Membership and Engagement
Jen Doyle, Vice President, Fundraising
Joanne Desrosiers, Secretary
Michelle Hite, Treasurer
Kristine Liberto, Financial Secretary

Standing Committees

Sherita Thomas, Chair Spiritual & Cultural Committee
Torena Brown, Chair Volunteer Committee
Shawn Galloway, Chair Hospitality Committee

PARENT COMMUNICATION ON SOCIAL MEDIA

If social media posts reference St. Agnes or the administration, faculty, staff or students of the school, parents are expected to use commentary which is courteous and productive. Using social media sites to publish disparaging or harassing remarks about the St. Agnes School community or any of its members is contrary to the positive partnership St. Agnes expects of its families. Furthermore, parents or family members who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.

EMERGENCY CLOSING, LATE OPENING, EARLY DISMISSAL

In the event of inclement weather or other emergency, St. Agnes School will follow the same procedures as the Baltimore County Public Schools. All announcements will be made on WBAL and a message sent via the K-Swift Notification system.

Should emergency situations arise that would affect only St. Agnes Catholic School, you will be notified by our emergency communication tool via e-mails or phone connections. Special announcements may also be carried on station WBAL.

SCHOOL INSURANCE

Forms for school insurance are available through School Admin to each student at the beginning of the school year. Parents have the option of enrolling their children in this program and are asked to abide by the deadline announced for enrollment.

SCHOOL NURSE

A Registered and Licensed nurse is on staff. If a child becomes ill at school, parents will be notified and may pick up the child. Please do not send any child to school that has given an indication that he/she is not feeling well.

Families are asked to notify the school nurse of any serious injury or illness that would involve restricted activity, i.e. fracture, bad sprain, surgery, etc. A note from the doctor is needed for activities restricted for one month or longer in order to be excused from physical education.

HEALTH AND SAFETY

AHERA

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

Maryland School Immunization Requirements

A child may not enter school, unless he/she has submitted an official immunization record or other appropriate documentation of immunization status. The immunization record must have the month, day and year of each vaccination and be signed by a physician or health department official. In the case of religious objection or medical contra-indication, form DHMH 89, must be submitted and kept on file and be approved by the school. Exempted students are to be excluded from school if there is an outbreak of the disease for which they are not immunized.

Dispensing of Medication

The administration of medication in school is discouraged. However, if a student's physician recommends that the student receive prescription or over-the-counter medication during the school day, a written order from the physician is required. Medication can only be dispensed with a written order from the student's physician, specifying start and stop date. The original medication container or box for inhalers must be brought to the school. These containers or boxes should include the following: name of medication, directions for use, time for dispensing, name of doctor ordering the medication, date of prescription, expiration date as stated by the pharmacist, strength of medication/dosage, and student's name and grade.

Students may not possess, dispense or distribute medication on their own. All medication must be delivered to school by a parent/guardian. Calamine lotion and cough drops may be administered with a note from parents. Cough drops should be brought to school in the original package in a sealed plastic bag with the student's name on it. The package should be given to the student's teacher. Cough drops that contain an anesthetic will be kept in the nurse's office.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Reportable diseases include the following:

- Measles – regular or German (Rubella)
- Tuberculosis
- Meningitis
- Whooping Cough (Pertussis)
- Hepatitis
- Rocky Mountain Spotted Fever
- Food Poisoning
- Human Immune Deficiency
- Mumps
- Virus Infections
- AIDS
- Adverse reactions to Pertussis Vaccine other symptomatic infections
- Lyme disease
- Animal bites / Rabies
- Chicken Pox (varicella)
- Influenza

Any student with drainage from the eyes associated with conjunctivitis (pink eye) must be kept at home until under treatment from a doctor. A doctor's note will be required for readmission to school. Students who have chicken pox are excluded from school until all lesions are scabbed over.

Health Records

Parents are required to complete a Health Form listing any allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year. Students whose parents do not submit the required paperwork by

September 16, 2020 will not be permitted to return to school until all health paperwork is submitted to the school.

Head Injury

If any injury to the head or any other serious injury occurs to a student, the nurse will call the parent and send home a report. The report is to be signed by the parent/guardian and returned to school. If the parent/guardian or alternative contact person cannot be reached in an emergency, the school will contact police/ambulance for assistance.

Allergies

Parents must notify the school of their child's allergies including food allergies. School medication orders must be renewed each year by the physician and the order must be signed on or after July 1. If the student carries an EPIPEN with them, the physician must state this requirement on the order.

Epinephrine

As of September 3, 2019, St. Agnes School has adopted a policy allowing the availability of stock epinephrine in the health suite for use in the event of an anaphylactic emergency. This epinephrine is for emergency use during normal school days and is not dependent on allergy history. It is not available outside of normal school hours or on field trips. Students with a known history of severe allergies are still expected to maintain emergency action plans, medical orders, and their own supply of emergency medication.

Bloodborne Pathogens

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established by the school and can be found in on file in the office.

Vision/Hearing Screening

The school follows the directives of Baltimore County Health Department and responds to parent's requests for individual testing. This testing is usually done for all students in Grades Pre-K, kindergarten, 1, 4, and 8 as well as for new students in all other grades.

Child Abuse and Neglect Reporting Policy and Procedures

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires that all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division, and/or the local police department, as well as to the principal.

Immunizations

Immunization records and general health examination reports are required of all students. All students entering school must have the following minimum immunizations:

- Four (4) doses of DTP/DtaP, if less than 7 years
- Three (3) doses of tetanus and diphtheria containing vaccines (DTP, DTaP, DT, or Td) for children 7 years or older
- Three (3) Polio
- Two (2) Measles

- Two (2) Rubella – two (2) are required for students entering pre-kindergarten
- Two (2) Mumps -- two (2) are required for students entering pre-kindergarten
- Proof of vaccination against Varicella (Chickenpox) or a doctor’s documentation that the student had the disease (month and year the student had the disease is required)
- One (1) dose of Varicella for pre-kindergarten
- Two (2) doses of Varicella required for entry into kindergarten
- Three (3) Hepatitis B
- Pre-kindergarten students must also have received vaccinations for Haemophilus influenzae type b and pneumococcal diseases.
- One (1) T-dap for entry into grade 7
- One (1) Meningococcal for entry into grade 7

Accidents

Parents will be contacted if a child becomes ill or is involved in an accident. If the person(s) designated on the emergency information form cannot be reached and the injury is considered serious, the child will be taken to the hospital or the dentist at the discretion of the principal or staff.

HEALTH CARE PROTOCOL REMINDERS

- **Fever:** If your child is sent home with a fever above 100.0, or a fever develops at home, they are not permitted to return to school until they have been fever **FREE for at least 24 hours without the aid of Acetaminophen or Ibuprofen.**
- **Nausea/Vomiting/Diarrhea:** If your child is sent home with any of these symptoms or develops them at home, they are not permitted to return to school until they have been symptom free at least 24 hrs.
- **Rash of Unknown Origin:** If your child is sent home with/ or develops prior to coming to school a rash of unknown origin, they must be evaluated by a physician before returning to school. A physician’s note will be required to return to school in some circumstances.
- **Strep Throat:** This can present in several ways in children: a sore throat that is clearly red, swollen, exudates present or not and with or without a fever. Other presenting symptoms can range from a headache, complaint of nausea/vomiting, or the presence of a rash on the torso. If your child is sent home with these symptoms, your physician might want to test them for Strep. Most physicians recommend 24-48 hrs. on antibiotics before returning to school. Please inform the school nurse if your child has been diagnosed with Strep.
- **Influenza/Chest Congestion:** Flu symptoms can include fever, chills, muscle aches, body aches, nasal congestion, sore throat and cough. Symptoms can appear 1-3 days after exposure. Flu can be a serious illness with severe complications such as Pneumonia. If your child is sent home with these symptoms, please contact your child’s physician and follow their recommendations. Students need to be symptom free for 24 hrs. before returning to school. Please inform the school nurse if your child has been diagnosed with Flu or Pneumonia.

EMERGENCY PREPAREDNESS PLAN

In compliance with state law regarding fire regulations and other emergency situations, emergency drills are held monthly (*TBD for the 2020-21 School Year*) throughout the school year. Students are

trained to move quickly and quietly to their designated locations. Fire equipment is inspected in accordance with state law requirements. St. Agnes has developed a comprehensive crisis management plan that is a workable response primarily focused on ensuring the safety, emotional and spiritual well-being of students and staff. This plan focuses on the prevention of problems and provides a positive approach to unforeseen events. Announcements will be made via the K-Swift notification system or over local television stations.

Should an emergency situation occur, parents are required to sign out their child and provide proper identification. Other persons listed on the Emergency Form may also sign children out provided they have the proper identification.

TRAFFIC

Parents are expected to follow the direction of the teachers, acting in accordance with the pick-up and drop off patterns set for safety of all students, families, and staff. This request is made to insure the safety of all of our children.

Parking on St. Agnes Lane, by the Parish Office, in the parking lane between the rectory and the old school at the beginning of the day and at dismissal is prohibited. All parents are expected to follow this drop-off and pick up procedure.

UNIFORMS

The purpose of uniforms is to build school identity and spirit as well as to minimize distractions in the classroom. The school uniform is to be worn on all days unless determined by the administration. Each morning, Parents are expected to be aware of their children's appearance as a means to promote the positive outer identity of our school community. Uniforms should be clean and well-kept at all times. Uniforms must be purchased from:

Dennis Uniform Company
1110C North Rolling Road
Catonsville, MD 21228

A complete listing and pictures of our uniform can be found on our website. Here are a few reminders:

- All uniform items with the St. Agnes official insignia must be purchased through Dennis Uniform.
- **The P.E. Uniform will be worn every day for the 2020-21 School Year.**
- P.E. Uniform
 - Light blue shirt with St. Agnes insignia
 - Navy blue mesh shorts with St. Agnes insignia
 - Optional sweatpants/sweatshirts with St. Agnes insignia
 - Shoes
 - Athletic shoes/sneakers should be worn with the P.E. Uniform
 - Athletic shoes without ties are encouraged for younger students.
 - Shoes that light up or make noise are NOT acceptable.
- Regular Uniform (for future reference)

- The Spring Uniform should be worn from August 31 until October 15 and from April 15 until June 11, unless otherwise instructed by the School Office.
- The Fall Uniform should be worn from October 15 – April 15 unless otherwise instructed by the School Office.
- Skirts must be worn at waist level and measure no higher than 2 inches above the knee.
- Blue dress pants should be purchased from Dennis Uniform and must be worn at waist level with a black belt.
- Shoes
 - Athletic shoes are to be worn only on P.E. days.
 - Shoes that light up or make noise are NOT acceptable.
 - All school shoes (except athletic shoes) must be black. Acceptable shoes are Mary Janes, Black Leather, Black Bucks, Black Sperry's, Black Penny Loafers, or Black and White Saddle Shoes.
- Socks
 - White or Navy knee high or crew socks.
 - Girls may also wear White or Navy tights.
- Sweatshirts - Navy sweatshirts purchased from Dennis Uniform with the St. Agnes insignia on them are the only ones allowed to be worn during the school day.

Additional Dress Requirements

Hair

- Hair must be worn away from the face and should be the child's natural color at all times.
- No colored braids.
- No extreme hairstyles. Hair must not be longer than the top of the shirt collar and should not hamper their vision.
- Hair jewelry is not permitted.
- Shaved styling or extreme haircuts are not acceptable.
- It is at the discretion of the school principal to determine the appropriateness of a particular hairstyle.

Jewelry

- Girls are allowed to wear a religious medal and a traditional watch (one that ONLY tells time and is not connected to the internet).
- Girls may wear 1 pair of post earrings, nothing dangling below the earlobe.
- Boys are allowed to wear a religious medal and a traditional watch (one that ONLY tells time and is not connected to the internet).
- Boys may not wear any earrings.

Nail polish

- Girls - Only clear nail polish is allowed.
- Acrylic, false and gel nails are not permitted.
- Boys - No nail polish is allowed.

Accessories

- No large hair ribbons, bandanas, or hats to be worn during school.
- No make-up.
- Nothing that gives the appearance of tattoos/tattoo-like markings.

Students found to be in violation of the dress code will face disciplinary action.

A written excuse must be presented to the School Office if it is necessary for a child to be out of uniform at any time

Uniform Exchange

St. Agnes offers a low-cost uniform exchange. Our parents are welcome to look through our gently used items for pieces of clothing. We ask that you donate unneeded items in good condition back to the exchange. Please contact the office for more information.

Non-Uniform Day (N.U.T. Day)

On certain occasions, students are permitted to be out of uniform. The typical cost to participate in a non-uniform day is \$1. This participation fee will be donated to a worthy cause or be used to provide support to a school program. In general, students may wear casual dress on these special days; however, they are not permitted to wear any of the following: jean shorts, baggy jeans, sweat pants, camouflaged clothing, tight clothing, tank tops, halter tops, bare midribs, sheer clothing, hats of any types, flip, flops, crocs, open toed and open back sandals, short skirts, short shirts, etc. In addition, sayings and pictures on shirts must not contain inappropriate language or advertisements. Students who are not current with the N.U.T. day fees are not eligible to participate in the next event until at which time they become current.

PHYSICAL EDUCATION PROGRAM

All students are expected to participate in the School's Physical Education Program. A child may be excused only if a note from his/her physician or parent is sent to the teacher of this program. In case of serious injury, surgery or prolonged illness, a release is needed before the child is allowed to resume physical education. All students must wear sneakers on the day of their gym class. Students not prepared for class will not be allowed to participate in PE activities and may be required to complete alternate written assignments.

USE OF THE TELEPHONE

It is requested that personal calls between parents and children be kept to an absolute minimum. Only emergency messages will be forwarded to the child. Student outgoing messages will also be limited to emergency messages. Forgetting a book, a homework assignment, or materials for an out of school activity will not be regarded as an emergency.

Teachers are not available for calls during the school day. It is school policy that teachers' personal phone numbers are not given out.

VISITOR MANAGEMENT SYSTEM

St. Agnes School uses the Raptor Visitor Management System. This system requires that all campus visitors report to the school office and present their driver's license or ID to the office staff. The ID

will be instantly scanned through a background database and all authorized visitors will receive a guest's badge that must be worn at all times while in the school building. The visitor's ID will be returned to the guest at the completion of their stay.

LUNCH SERVICES

St. Agnes families are provided the option of purchasing food items through Paula Reed Catering. Payment is made directly between participating families and the catering company. Lunch Services will not be available for the first Trimester of 2020-21 and will be reevaluated each trimester.

SCHOOL LITURGIES

All parents are welcomed and encouraged to attend our school liturgies. However, we do ask that you refrain from videotaping and/or taking pictures during the Mass. Parents are welcome to stay after Mass to take pictures if their child and his/her class.

RIGHT TO AMEND

St. Agnes School reserves the right to rule on individual issues and retains the right to amend the handbook at the discretion of the administration. For the most up-to-date version of the school handbook, families are asked to refer to the school website for its most current edition.

PARENT ACKNOWLEDGEMENT

603 ST. AGNES LANE BALTIMORE, MARYLAND 21229

Dear Parents:

This is your copy of the St. Agnes Catholic School Parent/Student Handbook (revised, August 2020). St. Agnes School reserves the right to rule on individual issues that might deviate from any stated policy and retains the right to amend the handbook at the discretion of the administration. If you have an older copy of the Handbook, please discard it. We work as a partnership, between home and school, to ensure the best for all students.

The handbook has been amended since last school year. Please read the Handbook carefully, review its contents with your child, and put it in a convenient location for easy reference. Upon enrollment at St. Agnes School, you agree to abide by the terms, policies and procedures of our educational community.

Complete the Google Form after reading this document before September 16, 2020. Failure to submit this signed form may result in denied attendance until the form has been submitted to the office.

Thank you,

St. Agnes School

NOTE: The principal retains the right to amend the handbook for just cause. The most up-to-date handbook is available on the school website.