

St. Agnes Catholic School  
School Handbook  
Acknowledgement of Review

Dear Parents,

Please review the entire Family Handbook ©November 13, 2013 with your child(ren) attending St. Agnes Catholic School and then sign and date in the spaces below.

Your signature acknowledges that you and your child(ren) have reviewed and understand the contents contained in the School Handbook.

**This document is to be returned to the school office within one week of receipt.**

This form will be kept on file in the school.

We greatly appreciate your cooperation in this matter.

Sincerely,

Julie Brown  
Administrator

\_\_\_\_\_

Family Name (Print)

\_\_\_\_\_

Student's Last Name if Different (Print)

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

All students in the family must sign, acknowledging they have read the Handbook, or the Handbook has been read to them.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Student Signature



205 E. 23rd Street \* Scottsbluff, NE 69361 \* 308-632-6918

Dear Parents and Students,

Welcome to St. Agnes Catholic School! In choosing St. Agnes Catholic School, you have demonstrated a commitment to the values and philosophy of our Church community.

We have prepared this handbook for you as a guide to our school and its facilities and as a reference for information pertaining to student programs and activities. In addition, the official policies and procedures relating to the responsibilities shared by the students, parents/guardians, and school are included. These are an outgrowth of the general policies established with the guidance of the School Advisory Council in accordance with the Diocese of Grand Island Catholic School Office guidelines.

Please read this book together with your child. The handbook serves as a contract between St. Agnes Catholic School and the parents and students.

It is a challenge to provide an environment that meets the goals of Catholic education and to enable a child to reach his or her potential. Our goal at St. Agnes Catholic School is to meet this challenge. Best wishes for a happy and successful school year.

Yours in Christ,

Mrs. Julie Brown  
Administrator

Rev. Vincent L. Parsons  
Pastor

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*The information in this handbook is in compliance of the Diocese of Grand Island Catholic Schools Policies and Guidelines and Nebraska School Law. The administrative rules and procedures that follow are intended to be fair and reasonable. The Principal, in consultation with the Pastor and Faculty, reserves the right to amend this Handbook at any time. Notice of amendments will be communicated in writing to parents and guardians. This handbook was adopted and ratified on November 13, 2013 by St. Agnes School Advisory Board.*  
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## *History of St. Agnes Catholic School*

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Before the turn of the century, Catholics in the North Platte Valley were ministered to by priests from Sidney, Ne and from Cheyenne, Wyo. At that time, Scottsbluff was one of 12 missions served by Sidney's St. Patrick's Father Devane. It was under his supervision that the first church, known as St. John's was built in 1903.

Scottsbluff continued as a mission until Oct. 5, 1912 when it was established as a parish by Bishop Richard Scannell of Omaha. Missions were Mitchell, Bridgeport, Lisco and Oshkosh. Fr. T.J.O' Byrne was appointed the first pastor. Prior to the appointment of Fr. O'Byrne, Catholics of Scottsbluff had purchased lots at the corner of Twentieth Street and First Avenue., considering this an ideal location for a new church and rectory. Here a rectory was built in 1914. Later, however, when plans for a new church were being made, a tract on the 'northern outskirts' of the city at Twenty-third Street and Third Avenue was donated by William Franks of Grand Island. The earlier property, with the exception of the rectory, was sold to help pay for the new church. The cornerstone of the present St. Agnes Church was laid in July 1917, and the church was dedicated in April 1919.

On May 1, 1919, Father Timothy T. Molony was appointed to succeed Father O'Byrne. Under Father Molony's leadership, a large debt was retired and in 1955, St. Agnes Grade School was built.

In the summer of 1955, the outer structure, basement and main floor classrooms of St. Agnes School were completed. Classes for grades one through three began on September 6, 1955 with an enrollment of 89 students. Only four classrooms on the main floor were occupied while construction continued on the second floor rooms.

Each year following 1955, another grade was added until September 1960, there were grades one through eight with a total enrollment of 247 students, eight full time teachers and the services of a band director. All eight grades continued until the fall of 1968, when the cost of maintaining the two upper grades become prohibitive for St. Agnes Parish and grades seven and eight were discontinued.

In 1966 during the pastorate of Father James Whalen, the gymnasium was added to the original structure of the school. In the early 1960's and after the gym was built, St. Agnes sported winning basketball teams from grades five through seven and eight.

1980 marked the beginning of kindergarten at St. Agnes. With the incorporation of the Middle School System in the city of Scottsbluff in the Fall of 1987, St. Agnes discontinued the sixth grade so that St. Agnes students would transition into the middle school along with the other public school children.

In 2010 St. Agnes School incorporated a successful Pre-School into the academic program. Today, St. Agnes remains a leader in innovative teaching and has moved ahead with changes in methods of teaching and in curriculum. The school operates under the supervision of the State of Nebraska and the Diocese of Grand Island.

Pastors of St. Agnes Church and School:

Rev. T.J. O'Byrne (1912-1919), Rev. Timothy P. Molony (1919-1958), Rev. James Whalen (1959-1970), Rev. Walter Phelan (1970-1972), Rev. Donald O'Brien (1972-81), Rev. Robert Karnish (1981-1988), Rev. Charles Torpey (1988-1996), Rev. James O'Kane (1996-2003), Rev. Donald Buhrman (2003-2009) and Rev. Vincent L. Parsons (2009 – Current).

## *Mission Statement of St. Agnes Catholic School*

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St. Agnes School is committed to providing our students an opportunity for academic excellence in the Catholic tradition through a partnership with parents and the parish community. As a Catholic faith-centered community, we commit to help students develop their potential as conscious and responsible leaders, empowering them to live the Gospel values of love, peace, respect and service in their everyday lives.

## *Philosophy of St. Agnes Catholic School*

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St. Agnes Catholic School offers many opportunities for each student to grow spiritually, intellectually, emotionally, physically and socially. The primary purpose of our educational program is to prepare our children for life in a changing society. Together our administration, staff, parish, School Advisory Council and parents/guardians foster the growth of every child and provide opportunities for them to succeed to their highest potential as just, good, respectful, trustworthy Christian students. At St. Agnes we are firmly committed to instilling the teachings of Christ to our students. It is our intent that our children will hear the Word of God and live it in the church, family and community by Christ-like service whenever possible.

## *Accreditation*

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St. Agnes Catholic School is fully approved by the Nebraska Department of Education. The administrator and teachers are certified and hold valid Nebraska teaching certificates. The Grand Island Diocese Office of Religious Education further certifies teachers of religion. In addition, the school meets the standards and policies of the Diocese of Grand Island Catholic School Office and the School Advisory Council.

## *Admission Information*

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### *Nondiscriminatory Policy*

As Roman Catholics dedicated to the God-given dignity of every human being, we state clearly that there can be no discrimination in our enrollment practices according to race, sex, and ethnic background, social or economic status in our school. Since St. Agnes is a religiously oriented school for the Catholic community of the Scottsbluff/Gering Valley, preference is given to members of St. Agnes Catholic Church. After our own community is served, we accept students from other parishes. Members of other creeds are welcomed when the needs of the Catholic community have been met.

### *Admission Policy*

- ❖ The parents/guardian of a student admitted to St. Agnes Catholic School must subscribe to the school's philosophy and agree to abide by the policies and regulations of the school and the Diocese.
- ❖ Enrollment priority in Kindergarten is given to children who are currently registered in the Pre-K program. If space allows, the school will accept in this order: siblings of current St. Agnes students, active and financially contributing members of St. Agnes Parish on a first come first serve basis, other Catholics in the parish, Catholics from other parishes, and those of other religious denominations. Admissions at all other grades begins with siblings of current St. Agnes students and follows the priority order listed above and is subject to open space in the classroom.
- ❖ Current class (Pre-K through 5) sizes are held to 22 students. Once a class has filled to an enrollment of 22, a waiting list is created to fill seats as they are available.
- ❖ No student shall be admitted unconditionally to St. Agnes Catholic School unless he/she has a reasonable, well-founded hope of successfully completing the school's program. In doubtful cases, a student may be admitted on a probationary basis with dates and criteria of evaluation clearly established in writing.
- ❖ Students shall not be denied admission to St. Agnes Catholic School because of physical or academic handicap unless this handicap seriously impairs the students' ability to successfully complete the school's academic program, or unless St. Agnes cannot provide sufficient physical or educational care for the child.
- ❖ Currently enrolled students may not enroll for the following school year if there is a financial balance on the account. Enrollment for the new school year is not final until the balance from the previous school year is paid in full. Currently attending students who do not enroll for the new school year during the current student enrollment period are not guaranteed a space.
- ❖ St. Agnes Catholic School reserves the right and may screen new students in pre-school, kindergarten and first grade to determine readiness of the students for the enrolled grade. Testing in academic and social readiness may be held for new incoming students.

### *Age Requirements*

Children must be 4 years of age on or before August 1 for admission into Pre-Kindergarten.

Children must be 5 years of age on or before August 1 for admission into Kindergarten.

Children must be 6 years of age on or before August 1 for admission into First grade.

### *Record Requirements*

1. The child's birth certificate or some other legal verification of the child's birth date
2. Notification and documentation of special health needs
3. Sacramental records
4. An up-to-date immunization record required by the State of Nebraska.

## *Administration*

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The pastor, under the authority of the Bishop of Grand Island, is the primary spiritual leader of the parish of which the school is a part. The pastor delegates the administration of the school to the principal who administers the school in accordance with Diocesan, state, and school advisory council policies and guidelines. The principal is the administrative, instructional, and faith leader of the school, responsible for the day to day physical and fiscal operations of the school; the education and well-being of the children; for communicating to the parents and parish the successes and needs of the school; and for the hiring of teachers and assisting in their spiritual and instructional growth.

## *Financial Policy*

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St. Agnes Catholic School is a non-tax supported school and is governed by contract. Financial obligations to the school are legally binding. All financial obligations must be paid in a timely manner.

### TUITION CATEGORIES:

- ❖ Catholic Rate – In order to receive the Parishioner Rate you must be a registered member of St. Agnes Parish, attend Sunday Mass regularly, and contribute at least \$520.00 per year to the parish. Baptized Catholics who are registered and contributing members of another Catholic parish may also receive the parishioner rate after consultation with the principal and your pastor. The participation and giving of those receiving this rate will be reviewed by the Pastor periodically to verify that those in this tuition category continue to qualify for this reduced rate.
- ❖ Non-Catholic Rate

REGISTRATION FEE: The registration fee is non-refundable and applies to all grade levels. This is due at the time of registration, which occurs in the spring to ensure a placement for the student. The registration fee is per student.

ACTIVITY FEE: Each student will be charged an Activity Fee. During the school year our students attend plays and field trips that require a charge of fee. Teachers have special student projects that they purchase supplies for. The Activity Fee will cover incidental costs associated with the school's program.

TUITION: A current tuition schedule is available at the school office. Tuition and fees are determined each year by the School Advisory Council, Parish Finance Committee and the Parish Council.

### Tuition Collection Policy

- I. Parents or Guardians must register their students with the school office and present the signed Tuition Contract. No student will be admitted to St. Agnes School until the registration is completed and the Tuition Contract is signed.
- II. If it is not possible for the parents to register during the usual April registration period, arrangements must be made for registration during regular school hours prior to the start of school. The tuition contract must be signed at that time.
- III. Parents must choose a method of payment of tuition and indicate their choice on the Tuition Contract at the time they register.
- IV. Tuition amounts and schedule of payment, as they are agreed to on the Tuition Contract, shall be followed. Any scheduled payment which is over due by thirty (30) days will be considered past-due. The due date for tuition payments is the 1<sup>st</sup> day of each month. A late fee of \$25.00 will be assessed monthly on all past-due accounts, and will be added to the tuition bill. Tuition must be current at the end of each quarter, or the student may be removed from school. If, for some valid reason, you need to deviate from your contract, you are responsible for contacting the pastor and/or the principal to make contingency arrangements to conform to the existing contract. Otherwise, payment will be considered past-due and your child(ren) may be excluded.
- V. Parents may use Electronic Funds Transfer (EFT) programs through their banks to establish a regular payment schedule. Bad Checks will result in cash being required for all payments.

- VI. No student will be refused admission for inability to pay the full tuition rate, provided the parents make special arrangements with the pastor and/or the principal and abide by the commitment they make on their Tuition Contract. All families will be expected to pay at least a minimum amount as a demonstration of their commitment to the cost of their education.
- VII. In order to be eligible for Catholic tuition, the parent of guardian must be a registered and active member of a Catholic Parish.
- VIII. Non-payment of contracted tuition for any quarter of the school year will result in the following action being taken by the Advisory Council:
  - a. The student(s) may be removed from school the first day of the following quarter.
  - b. Student will not be issued a report card and/or records will not be released until all contracted tuition and other financial obligations to the school are paid in full.
  - c. Past-due accounts and the fees they have accrued may be turned over to a collection agency. Insufficient fund checks will be pursued through the County Attorney.

Adopted 3-11-10

*PAYMENT PLANS:*

We offer three options to pay tuition.

1. Pay tuition in full at the beginning of the school year and receive a 5% discount on the first child’s tuition.
2. Pay half of the tuition at the beginning of the first semester and the remainder at the beginning of the second semester.
3. Pay tuition monthly beginning in June through May.

- We strongly encourage our families to use our automatic withdrawal for tuition payment. The automatic withdrawal is offered to families without any additional fees. An authorization agreement will need to be completed to initiate this type of payment. As an incentive to participate in this program, we can offer two different options of dates to withdraw the tuition from your account. You have the choice of having tuition deducted on the 1<sup>st</sup> or the 15<sup>th</sup> of each month. In providing two date options, this also allows the opportunity to split your monthly tuition payment into two payments.

- For those families who continue to pay monthly, a 12-month payment schedule will be followed. Payments may be made by cash, check, cashier’s check or money order payable to St. Agnes Catholic School. Your tuition payment is due on the 1<sup>st</sup> of each month.

- If you withdraw your child from St. Agnes School tuition must be paid up to date before your child’s records will be released to their new school.

During the 1 <sup>st</sup> quarter	50% of the full remaining 3 quarters
During the 2 <sup>nd</sup> quarter	50% of the full remaining 2 quarters
During the 3 <sup>rd</sup> quarter	50% of the full remaining quarter
During the 4 <sup>th</sup> quarter	no reimbursement

*Financial Assistance*

St. Agnes Parish provides limited financial assistance to Catholic families who may not otherwise be able to send their children to St. Agnes Catholic School. In order to be eligible for consideration, a family must be officially registered as parish members, be active in parish life, and be contributing regularly to their parish in the offering envelopes. The assistance is available for students in kindergarten through fifth grade. The form of assistance will be in a reduction of tuition and/or fees. The amount of tuition assistance given each year is dependent on the financial status of the school and the need for assistance. Assistance requests are considered in the spring for the following school year. To request financial assistance you must:

- ❖ Complete the Tuition Assistance Application, which includes an explanatory paragraph that describes your need, available in the school office.
- ❖ Attach a copy of previous year's income tax return (federal and state).
- ❖ Return the information to the school office in a sealed envelope marked confidential.

An Assessment Committee will make decisions regarding the amount of tuition assistance. The principal will notify each applicant of the amount of tuition assistance granted. Tuition assistance must be applied for yearly and assistance given any one year does not guarantee future assistance. The information provided will be kept confidential.

## *Annual Registration Procedure*

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1. Registration for Kindergarten will be held in February/March of each year. A child must turn 5 by August 1 of the registering year to be eligible for Kindergarten.
2. Registration forms for the scholastic year will be given to all children who are currently enrolled at St. Agnes School during the month of March/April. This form should be returned to the school office within one week of its distribution. All Registration and Activity Fees must be paid at the time of registration. Please see the School Directory which is published annually for specific charges.
3. (a) New families moving into the parishes of St. Agnes, Our Lady of Guadalupe, Christ the King, and who wish to enroll their children in St. Agnes School must first register in their respective parishes. They will then be directed to the Principal who may request to see the report card of the previous school and any other pertinent information relative to the child.
 

(b) Children entering St. Agnes School from other schools in grades 1 – 5 must be at least working at grade level. The Principal will make the determination as to whether the child will be accepted into St. Agnes School. A committee made up of the Principal, the teachers of either the primary grades or upper grades as the case warrants, along with the pastor and chairperson of the Advisory Council can review the decision.

(c) Clarification of determination of grade level:

  - 1) CTBS Achievement Tests
  - 2) Math and Reading skills are within grade-level, age-level range.
  - 3) Teacher evaluation of social/emotional level appropriate to age level—does child listen in class, follow directions, work with peers, have a positive self-image, understand the religious concepts for age-level, able to keep on task and complete task to the best of ability.
4. Emergency cards will be sent home on the first day of school in the fall. Please fill in the necessary information and return to school immediately.

## *Academic Information*

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### *Homework*

Homework is an important aspect of the educational program. Its purposes are to supplement and to enrich work done in the classroom, to promote competency in skills and subject matter, to integrate learning, and to help students use a variety of sources of information. It fosters habits of independent study. It is the student's responsibility to see that any homework is completed on time and returned to school by the due date.

Parents are asked to take an interest and to encourage their children to fulfill assigned homework as well as classroom assignments. Being a good student is a very demanding job for most children. Parents are asked to plan



their children's extracurricular activities with this in mind. Participation in outside activities cannot be an excuse for incomplete or missing assignments.

Keep in mind that individual children work at different rates of speed. Individual interests, capabilities, and backgrounds affect the time spent and the quality of work. Homework will vary in length and intensity depending on the student and the grade level. A general rule to determine the amount of time to complete is ten minutes multiplied by the grade level (i.e.: it would not be unreasonable for a third grade student to need thirty minutes in an evening to complete homework assignments).

If your child seems to be spending excessive time on homework, or is not bringing work home, contact his/her teacher. Speak to your child's teacher if your child tells you that he/she does not have homework. Homework is due the following school day unless an alternate date is assigned by the teacher.

### *Library*

The library will be available for grades K-5, Monday through Friday. The librarian or a parent volunteer will be available at the scheduled hours. Grades K-5 will be assigned specific periods for use of library materials. Students are welcome to use the library at other times for research. Books may be checked out for a period of one week. If a book is lost or damaged, the fee charged will be the replacement cost.

### *Physical Education*

All students are required to participate in physical education class. If the student has a health problem that does not permit him/her to participate, a written release must be sent by the parent explaining the physical/medical reason. Consistently missing PE, due to health reasons, will require a doctor's release. Athletic shoes must be worn on assigned PE days. Additional requirements in regards to appropriate dress for physical education may be determined at the discretion of the physical education teacher. Students and parents will be informed of such additional expectations.

### *Textbooks*

Each child will be issued the required and necessary textbooks for classes. Parents are financially responsible for the replacement of lost or damaged textbooks.

### *Religious Education and Formation*

Religious education and formation is provided on a daily basis. Students attend Mass as a school community weekly. Attentiveness and participation during Mass is expected and frequent reception of the Eucharist is encouraged. Religious instruction, prayers at the beginning and end of each day, at snack and lunch time, and other opportune times is a daily practice; integrated value formation is daily fostered throughout the curriculum. Special worship celebrations or Para liturgies are provided for the children and families throughout the year.

It is important to remember that attendance at our weekly school Mass reinforces, but does not replace our obligation as Catholics to attend Sunday Mass. Students should practice this devotion first and foremost with their family.

The sacramental life of the children of the Catholic tradition is an important component of the religion program at St. Agnes Catholic School. The children are prepared for the reception of Reconciliation and the Eucharist in the second grade religion curriculum. The importance of these sacraments continues to be emphasized at all grade levels.

## *Report Cards*

Report cards are given out at the end of each grading quarter. They measure the student's academic achievement and effort. Parents are asked to discuss these reports with their children.

## *Parent/Teacher Conferences*

Conferences are scheduled at the end of the first quarter and the end of the third quarter and any other time a conference is deemed necessary.

We encourage parents to discuss any questions or problems with the teacher at the earliest sign of concern. Parent-Teacher conferences are a means of establishing a cooperative relationship between teachers and parents, which is vital for the steady growth of the child. Parents provide information concerning home environment, and the situation which may effect the child's progress and/or school program; teachers, in turn discuss with parents the child's daily and overall progress in subject areas, results of tests, behavior patterns and social adjustments.

## *Attendance*

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School starts each day promptly at 8:00AM. Students are welcome to enter the building at 7:45 AM. Please remember that because of the security system, we ask that you do not drop your children off before 7:45 AM because there won't always be someone to buzz them in. Students are able to enter the building between 7:45 and 8:00 without pushing the 'call' button. After 8:00, they will need to be buzzed in.

School dismisses at 3:15 PM and your child(ren) will be dismissed out the East gym doors onto the playground. Please make every effort to be here no later than 3:20 PM. Children not picked up by 3:20 will be put into the After School Program and families will be charged accordingly. We understand that emergencies do come up. Please call the school before 3:15 PM if you know you will be late.

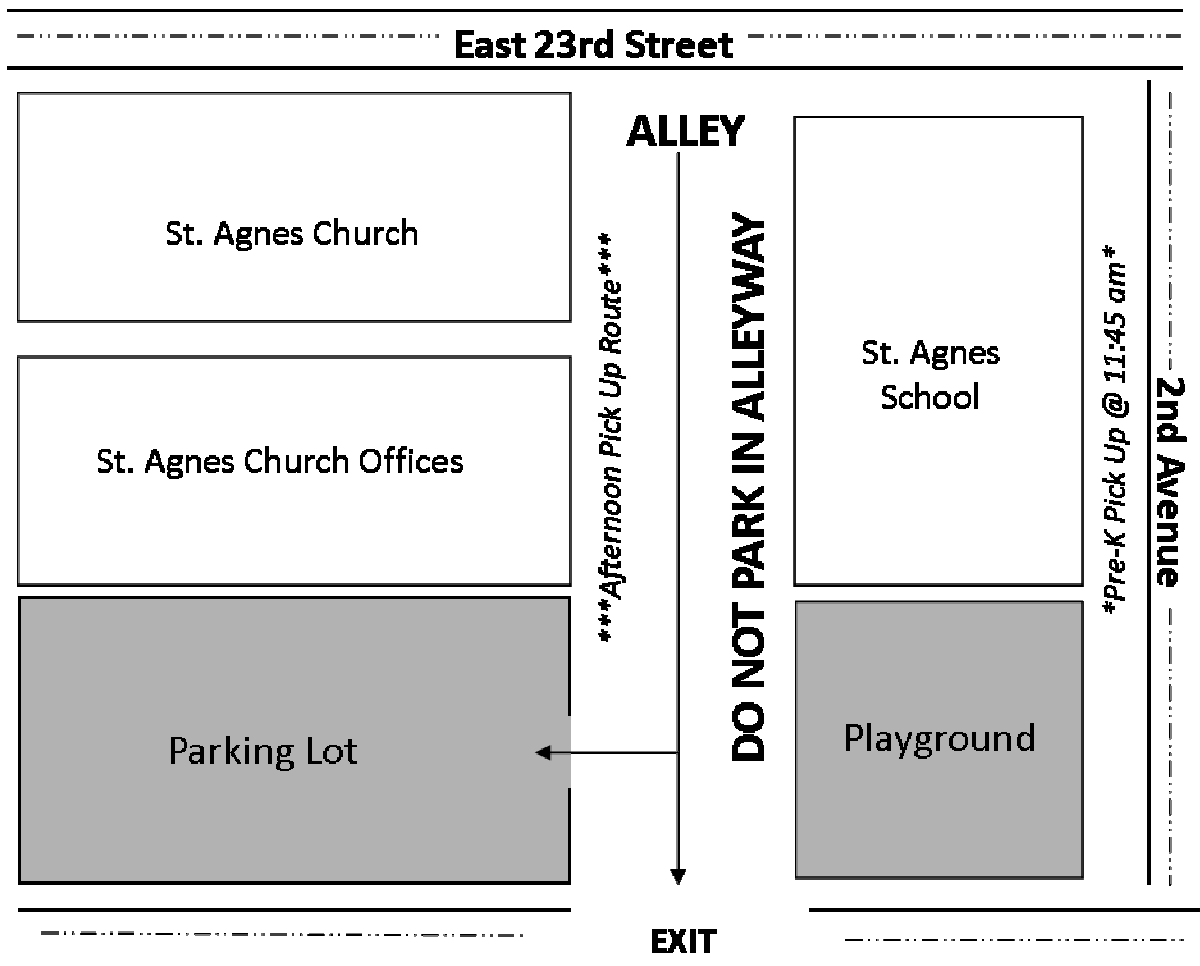
Kindergarten and morning only Pre-K will be dismissed out the West door of the school at 11:45 AM. You may park along 2<sup>nd</sup> Avenue for pick-up.

St. Agnes School insists on regular attendance. Attendance records are kept daily according to the Nebraska State Department of Education. A student who is absent is required to present a written excuse stating the reason for the absence and signed by the parent.

If your child is absent: PLEASE CALL THE SCHOOL OFFICE between 7:55 and 8:30 AM. Requests for assignments should be made at this time only. If a student is later than 1 hour he/she will be considered absent for the morning. The same rule will apply in the afternoon. If you know that your child will be absent do to traveling out of town or medical/dental appointments – prior notification to the classroom teacher is required.

Necessary medical and dental appointments during school hours require a written note from the parent requesting permission to leave school. If the child is going to be gone for any reason please send prior notice to the office. Parents are asked to come to the office when picking their children up early for any reason...appointments, lunch, leaving town, etc. Please stop by the office to sign them out and again to sign them back in if they return on the same day. We discourage taking children out of class for haircuts, etc.

When the students are late a hardship is created on the student and the entire class. Parents and students must accept the responsibility for being at school on time. When an unavoidable delay occurs, please call the office. Students arriving after 8:05 AM are considered tardy. (Does not apply to students riding the bus).



### *Parents Role in Education*

We at St. Agnes Catholic School consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore it is your right and your duty to become the primary role models for the development of your child's life—physically, mentally, spiritually, emotionally, morally, and psychologically. Your choice of St. Agnes Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into partnership with us at St. Agnes Catholic School, we trust you will be loyal to this commitment. During these formative years (Pre-K-5) your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect for all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. This involves

contacting the teacher as part of the investigation. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times your child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that a child take responsibility for the grade he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and any other assignments. This responsibility also extends in time of absence.

Together let us begin the year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### *Parents as Partners*

As partners in the educational process at St. Agnes Catholic School, we ask parents:

To set rules, times, and limits so that your child

- ❖ Gets to bed early on school nights;
- ❖ Arrives at school on time and is picked up at the end of the day;
- ❖ Is dressed according to the school dress code;
- ❖ Completes class assignments on time
- ❖ Has a hot or sack lunch everyday

To actively participate in school activities such as scheduled HSA gatherings & activities, Parent-Teacher Conferences, and Fundraising;

To notify the school with a written note when the student has been absent or tardy;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school office of any changes of address or important phone numbers;  
To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters .

To support the annual fundraising activities of St. Agnes' Penny Carnival and other fundraisers

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

### *Inclement Weather Dismissal*

In case we need to dismiss school due to inclement weather, St. Agnes Catholic School will announce the name of our school to the following radio/television stations: KNEB Radio and KOTA TV. The announcement will read St. Agnes Catholic School of Scottsbluff will be closed.

### *Cafeteria*

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St. Agnes School is pleased to offer a hot lunch program contracted with The Meat Shoppe with meals prepared in their commercial kitchen. It is important to make sure that your child knows each day whether he/she is to order a hot lunch, because lunch counts will still be required to submit to The Meat Shoppe each morning. If your child is going to be tardy, but needs a hot lunch, please call the school by 8:15 a.m. and order the lunch. Statements will be provided to notify families of current lunch balances, both credits and deficits.

- ❖ Lunch prices will be posted on the school's website, the annual School Directory and published monthly menus.
- ❖ Lunches are expected to be paid for in advance by cash, check or ACH. If your child's lunch account is not current, a charge slip will be sent home on Monday. Payment will be expected by Friday AM along with enough money to cover the upcoming week. Charges not paid by Friday will result in the student(s) being expected to bring a sack lunch until the account is brought up to date. St. Agnes lunch program is a not for profit program and operates on a very fine line. Lunches are expected to be paid for in advance.
- ❖ Parents/guardians may join their children for their lunch by calling the school and ordering a lunch no later than 8:15 a.m.

Students may bring sack lunches from home to be eaten. Lunchables, with juice drinks, are permitted as a sack lunch. Through the hot lunch program, chocolate and white milk are available for purchase. **No sodas/carbonated beverages are allowed with a hot or sack lunch.**

Fast food lunches (McDonald's, Taco Bell, pizza delivery, etc.) may not be brought to school for lunch. All food must be consumed in the cafeteria unless given permission by a classroom teacher or given directions via the school office to do differently.

### ***Nondiscrimination Statement*** (Adopted by the Advisory Council on 2/22/2017)

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.) should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

- (2) Fax: (202) 690-7442; or  
(3) Email: [program@intake@usda.gov](mailto:program@intake@usda.gov)

This institution is an equal opportunity provider.

### *Cafeteria Expectations*

Appropriate table manners are to be observed in the cafeteria. All trash must be disposed of in the designated place. No paper, etc. should be left on the table or floor. Improper behavior such as throwing food, running, crowding, pushing, breaking in line, or saving seats is unacceptable. All food must be consumed in the cafeteria. No eating may take place at recess.

Students are expected to:

- ❖ Walk into the lunchroom and remain orderly
- ❖ Be respectful and grateful to persons serving lunch
- ❖ Eat in a mannerly way
- ❖ Talk in a modulated tone
- ❖ Observe the seating arrangement
- ❖ Wait their turn to be dismissed for recess

## **HEALTH PROGRAM**

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If a serious injury should occur the parent will be notified and asked to seek medical help for the child. If we are unable to reach you, we will follow the instructions indicated on your emergency card.

Volunteer Registered Nurses take care of our health records and set up various visual, audio, and other screening tests for the students.

The policy for administration of medicine is as follows:

- a. a written order for the medication that is dated and gives students' name, the medication dose, route and time by the prescribing practitioner (i.e. physician, PA, nurse practitioner.) (There are forms available on file at school.)
- b. a written permission from parent or legal guardian that is dated and gives authorization to school employees to administer the medication in accord with the prescription or non-prescription medication instructions. This authorization should include a statement that no side effects have been experienced.
- c. The medication in the ORIGINAL CONTAINER WITH ORIGINAL LABEL. All medication must be counted with a staff member when it is brought to school.
- d. The pharmacy information sheet (this is not mandatory BUT, would be EXTREMELY helpful. If you would bring in the sheet we could make a copy of it for our files.)
- e. If you feel your child may require a frequent non-prescription medication, such as, Tylenol for headaches, please provide a written statement with name of non-prescription medication, for which symptom(s), giving dose and route. The non-prescription medication in its original package is to be provided by the parents or guardian.
- f. When medication administration is complete, all unused medication will be returned to the parent or guardian for disposal, if applicable.

State Law reads: "It is unlawful for any student to attend school for longer than one month unless the child has been immunized against polio, diphtheria, measles, and rubella...", or unless exemptions have been signed by a parent/guardian and filed with the school.

Children entering St. Agnes School from another state during the school year must provide evidence of immunizations as provided in the State of Nebraska Dept. of Education guidelines. If the child is too ill to go outdoors during the short recesses, please, keep the child home as there must be some supervision of the child in the room.

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

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### ***Introduction***

This policy has been created to support our core Catholic values of respect and empathy and to support our students in learning together.

This policy applies to all students, parents, faculty, staff and adults on our campus, whether employed by the school or as volunteers.

### ***Commitment Statement***

St. Agnes Catholic School is committed to a faith-based, safe and caring learning environment for all students, parents, faculty, staff and patrons. We will treat each other with respect and encourage an environment free from harassment, intimidation and bullying.

### ***Definitions***

In any school community, there will be occasions when students do not get along. Sometimes students attempt to hurt, exclude or take power from another student. In many cases, these behaviors are motivated by anger, jealousy, possessiveness, insecurity, or lack of skill in dealing with conflict. This policy is designed to guide our community in responding to bullying and aggression, so that students can move past these behaviors and develop the skills to learn and play together as part of a balanced community.

Bullying is defined as deliberately hurtful behavior, repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying is unfair, one-sided and occurs when there is an imbalance of power. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include, but are not limited to:

*Physical* punching, shoving, and other acts that hurt people physically

*Verbal* name calling, threats, derogatory slang, intimidating, insulting, teasing and other verbal acts

*Relational* spreading rumors, gossiping, excluding certain people out of a —group , inciting certain people to gang up on others, silent treatment, drawings/notes designed to hurt or humiliate another student, manipulating another student to respond in a retaliatory manner

*Cyber Bullying* Sending derogatory texts, emails or instant messages, posting nasty messages or pictures on blogs or other networking sites such as My Space or Facebook.

St. Agnes Catholic School believes that all students have a right to a safe and healthy school environment free from harassment, intimidation, or bullying. St. Agnes School will not tolerate harassment, intimidation, or bullying in any form at school, school-related events, including off-campus events, or any school-sponsored activities. All forms of cyber bullying will also not be tolerated.

Harassment, intimidation, and bullying are repeated behaviors involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate. Prohibited behaviors include: direct physical contact, such as hitting or shoving, verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Inciting, aiding, coercing or directing others to commit acts of harassment, intimidation or bullying is also prohibited.

St. Agnes School encourages students who believe they are being subjected to harassment, intimidation, or bullying and students who have first-hand knowledge of such harassment, to report the matter promptly to a teacher, the principal, or any St. Agnes School staff member or volunteer. All complaints will be directed to the principal and an investigation will be conducted. This investigation may include interviews with students, parents, and staff members. The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.

Reports may be made verbally or in writing. Written reports should include the date, time, place, details of what was said or done, and individuals involved, including witnesses. Written reports may be given to a teacher or other staff member, or put in the principal's mailbox on the first floor next to the Pre-K room.

Retaliation for reporting will not be tolerated. Corrective discipline measures will be taken.

Following the investigation, appropriate action will be taken. Counseling (for the victim as well as the bullying student) and/or corrective discipline, up to and including expulsion, will be considered.

Students will be provided with age-appropriate information on the recognition and prevention of harassment, intimidation, or bullying. Parents will be provided with copies of this policy and materials on the recognition and prevention of harassment, intimidation, or bullying will be available to them. Teachers and staff members will be provided with training and materials on recognition, prevention, and reporting of harassment, intimidation, or bullying.

#### *WEAPONS*

The advisory council believes weapons and other dangerous objects and look-a-likes in school facilities pose potential danger and disruption in the school environment and present a threat to the health and safety of students, employees and visitors.

Weapons and other dangerous objects and look-a-likes will be taken from students who bring them onto school property. Parents will be notified of the incident. Confiscation of dangerous weapons or objects will result in students being subject to disciplinary action including suspension or expulsion. All disciplinary action involving weapons, other dangerous objects and look-a-likes is at the discretion of the St. Agnes administration.

#### *DISCIPLINE POLICY*

St. Agnes School believes that discipline is obedience to the rules and regulations of the Catholic/Christian life. The immediate aim is to maintain a healthy, safe, and optimal learning atmosphere in the school and the ultimate aim is self-control by means of which a student strives for integrity and moral excellence.

A child becomes a hindrance to the education of the other children in school and to himself/herself, when he/she does not observe the rules of behavior. Should this happen, corrective action will be taken. In this case, full cooperation of the parents is required and expected. EVERY CHILD is expected to comply with the common rules of respect, courtesy, and obedience in regard to the person in charge, fellow classmates, and to school property.

Students are expected to follow school and classroom rules as well as those of a Catholic/Christian citizen.

#### *Suspension*

Students who are given an In-School Suspension will be required to report to school each day and work with a substitute teacher paid for by the suspended student's parents/guardians. Students who receive an Out-of-School Suspension will not be allowed on campus or to participate in any school activities including extracurricular activities during the time of their suspension. The parents/guardians are responsible for providing adequate supervision for the period of out-of-school suspension. Students who receive an In-School or Out-of-School



Suspension must complete all class work and tests from the days of suspension, but failing grades will be recorded for this work.

### *Expulsion*

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal. Expulsion, the permanent termination of a student's enrollment, is a sanction that should be invoked rarely, as a last resort for clear and serious cause. Reasons for expulsion include: Use of violence, force, coercion, threat or intimidation; Vandalism/damage to private or school property (Student must repair or replace damaged property); Theft of, or attempting to steal, private or school property; Possession of, or handling, a weapon on school grounds; and possession of a controlled substance.

### *School Jurisdiction*

School desks, lockers and other storage areas are property of the school. Students are allowed to use them with the understanding that the school reserves the right to search desks, backpacks and all personal items brought to school at any time for the health, safety or welfare of the community.

Students may be required to empty the contents of their clothing pockets when a staff member has a reasonable suspicion that the student has an item(s) not permitted at school. An adult witness will be present.

The student or parent of a student who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. No writing in textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports or transcripts are presented.

### *Christian Due Process*

At St. Agnes Catholic School, all are entitled to Christian Due Process. A child, who has been offended or hurt in a manner that requires reporting to a teacher or the principal, will be treated in the following manner:

1. Child (ren) reports to the teacher what he/she/they feels has happened to them.
2. Child(ren) offending him/her/them reports what was done to offended person(s) in the presence of the offended and the teacher.
3. Principal or teacher, whose decision is final, acts as impartial tribunal and decides how the situation will be handled.

### *Class Room Rules*

Every teacher is unique in the way of discipline and teaching and it will be left to his/her discretion in handling these rules. Teacher's will post their classroom rules and establish a "consequence ladder". Rules and consequences will be taught and discussed with the students.

Inappropriate behavior is routinely handled by the teacher through teaching self-discipline, constructive criticism, problem solving, behavior modification plans, enlisting the assistance of parents, and using rewards or punishments.

### *Various School Rules*

Respect is to be shown for all persons, the property of others, and the school's property. No gum, seeds, candy, toys, trading cards, etc. (Except for special occasions for the entire class...birthday, class parties, etc.). Profanity will absolutely not be tolerated. No student shall be on the school grounds before 7:45 AM.

Unless involved in after school activities, the student will be expected to leave the school property immediately after school is dismissed. If a student has a valid reason to remain after school: such as make-up work or a test, he/she should obtain permission from the principal.

Children may not leave the school grounds during the school day without written permission unless accompanied by the parents. The student must notify their respective teacher and then check out with the office prior to leaving the school grounds.

On snowy days, the snow is to stay on the ground...no snowballs, etc. Students must have snow boots in order to play in the snow.

Hallways are quiet areas. No loud talking, running, etc.

### *Office Referrals*

In the case of chronic misbehavior or serious discipline problems, the student may be referred to the principal's office. Parents will be called and informed of the offense and the student will serve a detention or may face suspension or expulsion if the offense is serious enough.

Detentions will be served the following day, allowing parents to make alternative transportation plans. Detentions will be served from 3:15 PM – 4:00 PM with the principal. Lunch detentions may also be assigned. A lunch detention consists of the student sitting at a separate table during lunch and missing lunch recess.

Suspensions can be from one to several days and may be in-school or out-of-school. The decision will be the principal's. All class work is expected to be completed during the time of suspension.

Expulsion during the school year shall be utilized only when other means of discipline and correction have failed, and/or the student's conduct is a definite hindrance to the welfare and progress of the school community. The final decision to expel a student(s) is the responsibility of the principal after consultation with the pastor.

### ***Dress Code & Appearance – Dress for Success (Adopted 11-18-2015)***

St. Agnes School recognizes that a student's grooming and the way he/she dresses have not only a bearing on the student's behavior, but also influences the way other students and teachers react toward that student. We recognize that if a style of dress or appearance demonstrates that it is disruptive to the educational process, or constitutes a possible threat to the safety and health of the students or others, it will not be permitted in the school.

St. Agnes School believes that the final decision regarding clothing and appearance should be a cooperative decision by the student, his/her parents and the staff. **The final determination regarding whether clothing or apparel is appropriate rests with the school administration.** Students wearing restricted clothing may be asked to change into something appropriate at school or may be sent home to change.

#### **Dress Code Guidelines:**

- St. Agnes School believes cosmetics and makeup, unless used in the course of presenting a dramatic production, are not appropriate for grade-school age children.
- St. Agnes School will exclude the following items of clothing. This list is not inclusive of all items that may be excluded.
  1. No pajama apparel other than on days specifically designated for wearing
  2. No revealing clothes or tops – Shoulders must be completely covered.
    - No midriff showing

- No spaghetti straps
  - No tank tops
  - No pants, shorts or skirts with holes or tears above the knees
  - No short shorts and skirts—shorts and skirts must be 3” above the knee or longer
  - No leggings, tights, Yoga pants, and spandex may be worn unless in conjunction with garments (sweaters, dresses, shorts, skirts, etc.) that completely cover the front and rear end.
3. No inappropriate accessories: No hats, caps, or sunglasses may be worn in the building.
  4. No articles displaying obscene or vulgar writing or symbols that display tobacco or alcohol.
  5. No articles which could cause damage to other individuals or property. (Ex. Chains, cleats)
  6. Appropriate footwear is a must. No flip flop or slip on sandals. Sandals must strap on foot. **Shoes for PE** must be tennis shoes with a rubber sole that tie or Velcro on the foot.
  7. Appropriate dress for Wednesday Mass is expected. Students should look neat and may not wear athletic ware of logo t-shirts. Shirts for boys must be collared (ex. Polo) or a plain dress shirt type t-shirt. Nice shorts and jeans may be worn if they meet other dress code requirements and are not athletic in style.

### *Problem Resolution Procedures*

If the problem involves a student:

1. Contact the student’s teacher and discuss the matter.
2. If no solution is reached then the problem is to be presented to the Principal. He/she will, within a reasonable time, offer a solution in writing.
3. If the solution proposed is not sufficient then present the problem to the Pastor who shall respond within a reasonable time proposing a solution.
4. If the Pastor decides that the Advisory Council should be brought into the discussion, he may invite them in to help resolve the difficulty.

If the problem does not involve a student, exclude #1.

### *Newsletter*

The school community is kept informed of upcoming events through the monthly Newsletter and calendars, flyers and notes sent home. Check with your child daily. The principal must approve all flyers, letters, or other communications before duplication and distribution.

### *Telephone Calls*

Only in emergency situations are teachers or students called to the telephone during class. Classes in session will not be interrupted for miscellaneous messages. Students may use school phones only with permission from school personnel.

### *Computer Use*

Computers are available for student use. Users may not move, repair, reconfigure, modify or attach external devices to the system, load or download software to or from the school computer system. Unauthorized copying or use of the software is against federal law. Any student who violates computer policies will lose privileges for computer use. Before using school computers, students and parents must read and sign St. Agnes’ Acceptable Use Policy.

## *Crisis Management Plan/Emergency Procedures*

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St. Agnes Catholic School has a comprehensive school crisis management plan to follow in the event of emergency. Fire, tornado and other emergency drills are conducted during the course of the year in compliance with Diocesan

requirements. Evacuation routes are posted in each classroom. Students are to move to designated areas quickly, silently and in an orderly fashion.

For the safety of all concerned all doors to the school building will be kept locked at 8:05 a.m. Please use the front bell to gain access.

The action taken during any type of emergency situation depends a great deal on the specifics of the incident. The main objective is always the protection of the students and staff members. Administration and office staff are ready to put plans in action should the need ever arise. Always we would follow directions from our public safety officials.

Parents need to know that access to the school during an incident might be restricted for a variety of reasons beyond our control. In such instances, parents should remain aware of public notices on radio, television and the internet about emergency procedures and updates. Student and staff safety is our first priority in all situations.

## *CURRICULUM*

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The curriculum at St. Agnes School is coordinated K-5. Textbooks and workbooks are chosen with care. The importance of basics is stressed, incorporating a variety of methods of teaching and enrichment programs. St. Agnes will provide a minimum of 1,032 instructional hours for each student and a minimum of 400 for Kindergarten.

The curriculum includes: Reading, English, Handwriting, Spelling, Mathematics, Science, Social Studies, Literature, Health, and Religion. We follow a curriculum based on Nebraska State Standards and approved by the State of Nebraska.

Also included are Music, Physical Education, Drug Awareness, and Sexuality in a Christian setting. Art is taught in the classroom by the room teachers.

Religion is taught as a class as well as incorporated throughout the school day. Religion classes do not end at school. Parents are the primary educators and the faith must be lived as a family with home involvement.

## *PROMOTION AND RETENTION POLICY*

It is important to recognize that some children will benefit from the opportunity to continue in the same grade for another year. Several significant factors should be considered and certain procedures should be followed during the retention process.

1. The attitude of the principal and teachers toward promotion and retention must be positive so that the best interests and the future of the student are the primary consideration for decisions regarding grade placement.
2. By the end of the third reporting period, a teacher should be able to identify a child who needs to be retained. The teacher/principal should notify the parent of these children by the third reporting period that their child may be retained.
3. In reaching a decision to retain a child, the teacher/principal should study all available data before reaching a decision.
4. Children with very low IQs should not usually be retained. A child who is to be retained should have the potential to gain at least five (5) months of academic growth during the nine months that he/she is retained. A child retained should be able to gain from the retention.
5. Poor attendance and physical or emotional immaturity can be justification for retention.
6. Teacher judgment should always be a prime factor in reaching a decision to retain a child; however, to help a teacher/principal, achievement tests results should be considered.

7. If a first grade teacher is not able to make a definite decision about retaining a child, then the child should be promoted to the second grade. However, if the second grade teacher is still not able to reach a firm decision concerning the retention of this child, then the child should probably be retained in second grade. Every effort should be made to retain a child who is deficient in his/her reading skills in the first or second grade.
8. Promoting a child on a trial basis is not advisable since it tends to create a harmful situation if a child has to be returned to a lower grade.
9. The final responsibility for the promotion or retention of an individual student rests with the principal as with any other official action taken within his/her school.
10. The parents have the right to disagree with the teacher and principal on this matter. In this case the parents wishes will take precedence.

### *EDUCATIONAL FIELD TRIPS*

The field trip is an extension of the classroom program, to be used when it is a practical means of acquiring or emphasizing a significant learning experience. Participation in field trips is subject to the disciplinary rules of the school.

Parents will be notified whenever field trips are planned. Students are asked to return a signed blanket permission slip to the school at the beginning of the year before he/she is allowed to participate in such trips. Parents are asked to drive on such trips. All parents driving for field trips are asked to stop in the office and fill in a volunteer driver form prior to the trip. You will also be asked to provide a copy of your Driver's License and proof of insurance.

If a student chooses inappropriate behavior during a field trip, the parents will be called to pick up the child.

### *PLAYGROUND RULES*

1. An adult will supervise the playground at all times. The playground supervisor has the authority to enforce the playground rules.
2. Students will utilize all of the fenced playground area. No child is to leave the area without permission.
3. No standing on the playground equipment. Do not sit on the bars or ladders. Do not stand or run up the slide.
4. Each student is asked to keep his/her hands and feet to themselves.
5. Throwing of snowballs or stones will not be tolerated.
6. Children will not be permitted to bring knives or sharp instruments onto the playground.
7. Water guns, rubber band shooters, etc., will not be tolerated and will be confiscated and destroyed if brought from home onto the school grounds and classrooms.
8. Fighting is prohibited AT ALL TIMES. Those who participate will be punished.
9. A child is not to leave the playground after once arriving at school unless the playground supervisor or room teacher has given permission.
10. Playground teachers will see that rough play is prohibited at all times.
11. When a teacher, substitute teacher, teachers aide or volunteer is on playground duty, all pupils on the playground area are under the supervision of that teacher or teachers aide. Any pupil, if necessary, may be corrected and sent to his/her respective classroom.
12. Older children must be careful of the younger ones.
13. Games such as kickball are to be played in the designated areas and kickball rules are to be played as baseball. No aiming of the ball at another person will be allowed.
14. Bicycles are to be parked in the proper area for bicycles and are not to be ridden during school hours.
15. Tag or other chasing games are prohibited on the equipment.

16. Safety should be considered at all times when using the swings. No twisting of the chains, jumping out when the swing is in motion, running directly in back or in front of the swings, swinging from side to side, or more than one person in a swing.

## ADDITIONAL SCHOOL PROGRAMS

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### *Pre-Kindergarten*

St. Agnes has a Pre-Kindergarten class for children turning 4 years old by August 1<sup>st</sup>. The goal of this program is to provide learning readiness and faith formation for 4 and 5 year olds through large and small group activities, games, songs, and play. This is a morning only program with an option for a 3-day (MWF) or a 5-day schedule. Additional information is available from the Pre-K Director.

### *Extended Learning Program*

The Extended Learning Program is an extension of the Kindergarten/Pre-K day. It will provide enrichment and support of the Kindergarten and Pre-K programs. This is an afternoon program with an option for a 3-day (MWF) or a 5-day schedule.

### *After School Program*

The After School Program, "After 3 Club", is open to all St. Agnes students enrolled in grades K-5 or the Pre-K/Extended Learning program. The program will run each weekday from 3:15 PM – 5:45 PM and will follow the St. Agnes School calendar in regards to scheduled holidays and days off. Homework help, tutoring, learning games, activities, and a snack will be offered. Fees are \$3.00/hour. All school policies are extended and enforced with this program.

Families not participating in the After School Program are required to pick up their children promptly at 3:15 PM. Children not picked up by 3:20 will be put into the After School Program and families will be charged accordingly. We understand that emergencies to come up. Please call the school before 3:15 if you know you will be late.

## BUILDING SAFETY INFORMATION

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### *ASBESTOS*

St. Agnes School has some Asbestos Containing Building Material (ACBM). This asbestos is basically in good condition and what little there is, is limited to a few classrooms and the basement hallway, library, and the Religious Education office. There is very little danger of asbestos getting into the air at St. Agnes School.

In accord with federal EPA and state laws on asbestos St. Agnes School has an asbestos management plan and conducts required re-inspections. This plan is available in the school office and at the rectory for your perusal during regular hours. St. Agnes is presently working on a long-range plan for removal of the asbestos, but removal of asbestos in good condition may cause more danger than leaving it.

Teachers will be instructed about the presence and procedures for asbestos, in case of an incident of asbestos release.

### *DRINKING WATER*

St. Agnes School uses Scottsbluff city water, and we have no refrigerated water fountains, so that the danger of lead in the water is almost non-existent. Nevertheless in April 1990, when other schools were required by law to test their water, we had our water fountain water tested by the State of Nebraska and an independent water Testing Laboratory.

The results: The water has no Coli form bacteria, has a safe level (5.6ppm) of Nitrate Nitrogen, is very hard and has a low level of fluoride.

Lead content ranged from 0 to 7 parts per billion (ppb), and the water is safe up to 50 ppb.

Sodium in the water is high, equivalent to 1.1 milligram per quart. Students and faculty who need to watch their sodium intake may need to be aware of this high number.

The level of SULFATE-SULFUR and TOTAL DISSOLVED SOLIDS is high and may cause a laxative effect in people who are not accustomed to drinking it.

## MULTI-CULTURAL EDUCATION

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### CODE

Adopted 1989

#### Rationale:

The United States of America is a nation of individuals who have roots throughout the world. It is also a society of many racial, ethnic, language, and cultural groups. An appropriate acknowledgment and appreciation of these facts, along with a development of a sense of self-esteem and respect for the dignity and worth of all people are among the goals of education in a free society.

The school should prepare its students to appreciate, support, and function in a pluralistic society. Through the perspective of multi-cultural education, educators can recognize and provide for that diversity within the curriculum, instruction, guidance, and staff development components of the school program.

#### Policy:

It is the policy of St. Agnes school system to utilize the resources of curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, language, and cultural heritage of both historical and modern-day United States of America by observing the following objectives.

1. To select materials and methods that will eliminate bias and stereotype in our schools.
2. To conduct in-service programs for our staff that will help them to understand a multi-cultural approach and to reflect it in their teaching and administrative duties.
3. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
4. To guard against the grouping of students that reflect racial, ethnic, language, or cultural bias.

## DIOCESE OF GRAND ISLAND SEXUAL ABUSE POLICY

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Regretfully, sexual abuse is part of this day and age. The diocese of Grand Island recognizes this problem in society as a reality. It is the fervent hope of the diocese that by implementation of this policy, particularly in the area of screening and training, that the evil of sexual abuse may be avoided and the people of God, especially our children, may benefit from our ministry. Out of concern for the people we minister to, and out of concern for our own ministers, employees, and volunteers, we must make every effort to eradicate such abuses and to help people who have a problem with sexual abuse, both victim and perpetrator. To this end we establish the following policies regarding sexual abuse and its prevention:

1. All ministers, staff, employees, and volunteers in any way connected with the Diocese of Grand Island, either through parish, institution, or school, who deal primarily with children under the age of 18 must be adequately screened before they begin their employment, ministry or volunteer work. The screening process shall include, but not be limited to necessarily, personal interview between the person and the pastor, department head or school official involved; a list of references to be supplied to and checked by the person's immediate supervisor; a specific question concerning the existence of any such person's criminal record. If a criminal record is present it must be forwarded to the Diocesan Bishop for his decision as to whether that person may begin employment, ministry or volunteer work with the Diocese of Grand Island. If, during the process, a person refuses to comply with the request for criminal record or fails to divulge a criminal record, with such action will immediately disqualify an applicant from further consideration for employment, ministry, or volunteer work.
2. Pastors, head of departments and superintendents of schools are required to write a job description for each minister, employee, or volunteer who deals primarily with children. Within each such job description the Diocesan policy on the issue of sexual abuse and sexual conduct shall be contained. The Diocesan policy which shall be stated is that sexual behavior, both verbal and nonverbal, is inappropriate in any ministry setting. It will be responsibility of pastors, heads of departments, and superintendents of schools to provide adequate training regarding appropriate and inappropriate sexual contact to ministers, employees, and volunteers who work with children.
3. In recognition of the reality that sexual abuse does unfortunately occur in our world and that in many instances such sexual abuse may involve a child as a victim, it is the policy of the Diocese of Grand Island and all of its institutions that a child shall not be interviewed regarding a sexual abuse allegation while such a child is attending one of the institutions of the Diocese without prior notification to the parent of guardian of the child or a church official being present for such interview.
4. If an allegation of sexual abuse should be made against a minister, employee, staff member, or volunteer connected with the Diocese, that allegation shall immediately be communicated to the Civil Authorities and the Bishop or his representative. If, after initial review, the Bishop or his representative determines further investigation is warranted, appropriate local civil authorities may be notified regarding the allegation.
5. Upon notification to the Bishop or his representative of any such allegation the Diocese reserves the right to place any such minister, employee or staff member connected with such allegation upon immediate administrative leave pending further investigation into the allegation by church authorities and/or civil authorities.

If any such allegation is made involving a volunteer in the Diocese the Bishop or his representative may immediately cease any volunteer work being done by such person in any of the Diocesan institutions pending further investigation into the allegation.



6. Each employee and volunteer and applicant for employment or volunteer work in the diocese shall be made aware of these policies. Such person shall also be told that the Diocese of Grand Island and all of its parishes, institutions, and schools consider sexual behavior, both verbal and nonverbal, inappropriate in any ministry setting.

## *Volunteers*

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Volunteers are an important part of the educational ministry at St. Agnes. All classroom volunteers working directly with students are required to have completed the volunteer screening process. Only the principal or Safe Environment Coordinator will notify you when you are an approved volunteer. Volunteers are expected to abide by the *Code of Christian Conduct for Parent/Guardians and Volunteers*.

## *General School Information*

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### *Cell Phones*

It is strongly discouraged that parents allow their child(ren) access to a cell phone during the regular school day; however, in the event that cell phones are brought onto school property the following policy will apply:

Cell phones are not allowed on the child during the regular school day. Cell phones must be turned off.

If violation occurs, such as a phone ringing in the backpack during school, or a child attempting to use the phone during the school day – the following consequences will apply.

1<sup>st</sup> Offense – The cell phone will be taken to the Principal's Office for the duration of the day and the parent will be called regarding the offense.

2<sup>nd</sup> Offense- The cell phone will be taken to the Principal's Office for the duration of the day and only a parent will be able to claim the phone.

3<sup>rd</sup> Offense – The cell phone is to remain at the Principal's Office throughout the duration of the semester.

Please note: If any child obtains a 3<sup>rd</sup> offense and the cell phone is returned at the start of a new semester, any additional violation will automatically result in a 3<sup>rd</sup> offense consequence.

### *Change of Address/Phone*

All changes of address and phone numbers (both home and work) should be provided as soon as possible to the school office. Alternate numbers such as pager and cell phones should be provided as well. In the event of an emergency, updated information is needed in order to notify a parent or guardian.

### *Homeroom Parent*

A request for volunteers to serve as homeroom parents is conducted at the beginning of the school year. Homeroom parents coordinate parties, activities and assist the teacher in accomplishing other tasks throughout the year.

### *Nuisance Items*

Toys, make-up, MP-3 players, headphones, cell phones, pagers, etc. are to be left at home. If taken by a school employee, the nuisance item may be kept until the end of the school year. Parents/guardians may go to the staff

member to claim the item at the end of the school year. Items unclaimed will be thrown away or given to charity. Any —craze which can be traded, swapped, etc. is considered a nuisance item and may not be brought to school.

### *Parties and Gifts*

Classroom parties will be held at designated times of the year during the last forty-five minutes of the school day. Homeroom parents will make arrangements with the teacher in each class prior to the party day. The party will consist of reasonable foods and activities.

Please do not send food or items to recognize a student's birthday without first consulting the teacher. The exception to this is within our Pre-Kindergarten or Kindergarten classrooms which may bring a birthday food item in place of their designated snack items. Birthday party invitations may not be distributed at school unless all students are invited or only all boys or all girls are invited.

### *Photo/Video Release*

St. Agnes places news of the school in local and Diocesan newspapers, which may include a student's picture and/or name or may invite the local television media to the school campus. Any parent or guardian who does not wish his/her child's picture used must notify the principal in writing prior to the first day of school.

### *School Pictures*

Although all students are asked to have pictures taken, the purchase of these pictures is optional.

### *Snack Foods*

During the school day, candy, snack foods, pop are permitted only in the classroom and under the direct supervision of the teacher. Chewing gum is never permitted during the school day.

### *Student Assemblies and Special Programs*

School assemblies are scheduled during the school year to foster school-wide community spirit. These assemblies may include, but are not limited to special guests, musical and dramatic performances and other educational experiences. Student recognition assemblies may also be held. Parents are welcome to attend. Dates and times will be listed in newsletters.

### *Substitute Teachers*

A substitute teacher is in charge of the class for the duration of time he/she is assigned to the class. The substitute is to be treated with the same level of respect, courtesy, and obedience as any other teacher or staff member.

## *School Organizations*

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### *School Advisory Council*

The Advisory Council is established by the Pastor, in accordance with parish policy, to advise him and the principal in the governance of the parish school. Members cannot act apart from the pastor and the principal and cannot

make decisions that are binding on the parish school without the approval of the pastor and principal. Advisory also means that decisions will not be made in major matters until and unless the council has been consulted. The areas in which the board has responsibility and shall be consulted include: planning, policy development, finance, development and public relations.

The Council holds regular meetings August to May. All meetings are open to the St. Agnes Community except for those sessions designated as executive. Non-council members who would like to address the Council may make a request to the President, pastor or principal in writing at least 10 days prior to the next meeting. The written request shall include the topic to be discussed. The request to address the council may be denied if it involves areas in which Council has no jurisdiction. If the request is denied the person making the request will be informed of the decision.

### *Home and School Association (HSA)*

The HSA is an active organization of parents/guardians and teachers and staff established to support St. Agnes. The mission of the HSA is to develop and deepen a mutual understanding of Catholic education by cultivating a strong connection between our school and its families through positive communication, the organizing of volunteers and providing of fundraising opportunities. The HSA is coordinated by an appointed Leadership Council and works under the direction and guidance of the principal. The organization coordinates activities and other events throughout the year in support of the school.

### *St. Agnes School Foundation*

## *Unity*

I dreamed I stood in a studio  
And watched two sculptors there.  
The clay they used was a young child's mind  
And they fashioned it with care.  
One was a teacher; the tools she/he used  
Were books and music and art;  
One was a parent with a guiding hand,  
And a gentle, loving heart.  
Day after day the teacher toiled  
With touch that was deft and sure;  
While the parent labored by her/his side  
And polished and smoothed it o'er.  
And when at last their task was done,  
They were proud of what they'd wrought;  
For the things they'd molded into the child  
Could neither be sold nor bought.  
And each agreed they would have failed  
If they had worked alone;  
For behind the parent stood the school,  
And behind the teacher, the home.  
-author unknown

