



**Policy and Procedure
Manual
&
Student/Parent Handbook
2020-2021
Grades Kindergarten-5th**



INTRODUCTION

The people of St. Agnes Parish have made a decision to maintain a Catholic grade school (preschool through 5th grade) at great expense to the parish, both in financial terms and in volunteer time. This commitment has occurred because of a belief by the community of Saint Agnes that the Church has a teaching mission which can best be carried out in a Catholic school setting. It is the belief of the St. Agnes community that the good example and religious emphasis that can be seen in a Catholic classroom will benefit our young people in a lifelong understanding of the importance of Christ in their lives. This policy handbook is an attempt to comprehensively set out the policies adopted for the operation of Saint Agnes School.

Statement of Philosophy

St. Agnes School exists as an expression of faith, hope, and love of the parents and members of St. Agnes Parish. The parents and staff of St. Agnes School want to provide their children with a special opportunity to meet Jesus, to establish a relationship with the Father, and to respond to the Spirit according to the Christian experience of the Catholic Church.

Our goal at St. Agnes School is to teach Jesus in word and example, to build a community, and to serve. Catholic education helps young people grow in service to God, Church, the community, and one another.

In the attempt to teach the gospel message, we create an integrated educational and religious environment in which Christian values are to be discovered and strengthened during a child's natural growth. The curriculum is designed to provide for academic excellence and to communicate an awareness that the gospel message will positively affect a child's personal everyday life as well as the life of the community.

As an educational staff our goal is that the child become aware that they are children of God and consequently members of the community of man. We are striving to create a Christian community by teaching and by celebrating the presence of God through prayer, worship, and liturgy as signs and sources of His grace.

We reaffirm that parents are the primary educators of their children. Catholic education compliments, reinforces and extends this learning experience. Parents and Catholic educators are working together to lead their children to an appreciation and appropriation of basic Christian values.

St. Agnes School strives to develop a spirit of responsibility in our students. This responsibility will be attained by acquiring skills, virtues, values, and habits of heart and mind essential for effective service to one's neighbor.

Statement of Objectives of St. Agnes School in Regard to Each Student

St. Agnes School intends to lead its students to:

1. Appreciate society and its benefits, realize their responsibilities to society, and understand their specific role in society.
2. Develop a deeper understanding of, an appreciation for, and a commitment to the nuclear family as the basis of society.
3. Realize their own dignity as Christian persons and their personal responsibilities to God, themselves, and others.
4. Respect the rights and responsibilities of others.
5. Understand and respect their total human nature.
6. Discover their individual talents and to accept and respect those talents.
7. Undertake a guided pursuit of excellence in the fulfillment of their spiritual, intellectual, and physical potentials.
8. Appreciate their cultural heritage and develop a refinement of taste and manner in all activities of their lives.
9. Appreciate and respect the cultures and traditions of all peoples.
10. Understand and dedicate their lives to justice, human rights, and equality for every person and to promote peace among all people.
11. Share their time, talent, and treasure in service to others, especially the poor, disadvantaged, weak, and neglected.
12. Acquire an appreciation for the value and proper use of leisure time.
13. Understand the traditional truths of the Catholic faith as well as the "mind of the Church" on contemporary matters.
14. Experience the Sacramental life of the Church and a Christian community of such genuine charity that they will be led to make an increasingly more dedicated commitment to the Catholic way of life.

Statement of Objectives of St. Agnes School in Regard to the Parents of Students

St. Agnes School intends to assist and lead the parents of each student to:

1. Share and grow in all the area of learning and development defined as objectives for the students of the school.

2. Deepen the commitments made in the sacraments of Baptism, Confirmation, Eucharist, and Matrimony through an intensive sharing in the religious instruction, spiritual formation and sacramental preparation of their children.
3. Acquire more extensive knowledge of the faith, traditions, and practices of the church through participation in student liturgical and sacramental celebrations, the prayer-life of the students, and special programs in religious and spiritual formation for parents.
4. Strengthen family life through family prayer, use of sacred scripture, and family activities flowing from the religious and spiritual programs of the students.
5. Develop a sense of family, community, and mutual support among themselves in the journey of faith and the educational endeavor of their children by offering opportunities for celebrating and praying together.
6. Undertake works of service to the poor, disadvantaged, weak, and neglected by cooperating with their children in programs and projects of service initiated in the school.

Statement of Objectives of St. Agnes School in Regard to the Vermillion Community

St. Agnes School intends to contribute to the educational opportunities and educational excellence of the Vermillion community by:

1. Offering an alternative quality educational program to those parents who choose to send their children to a school that provides an opportunity for the formal classroom teaching of Catholic doctrine and integrates Christian religious and moral principles into all aspects of education and learning.
2. Standing as a sign of the pre-eminence of religion in life, a witness to the priority of religious values in all learning, and a testimony of the willingness to sacrifice on the part of those who value these principles.
3. Cooperating in every way possible with all other educational programs, individual schools, and school systems in the Vermillion community by the sharing of personnel, facilities, equipment, materials, teaching-learning programs, etc., in order to provide for and enhance the educational opportunities for all children and adults in the Vermillion community.
4. Providing diversity and choice in educational opportunities in the Vermillion area which is a major asset in attracting new business and industry to the community.
5. Developing and providing quality programs and activities which will add to the artistic and cultural climate of the community.



ST. AGNES SCHOOL POLICIES

CURRICULUM:

As a South Dakota accredited school, St. Agnes School meets the requirements for elementary education as outlined by the South Dakota Department of Education. The St. Agnes School elementary education curriculum for grades K-5 consists of an integration of basic skills (language-arts and mathematics), content subjects (science and social studies), and special areas (counseling, art, music, physical education, computer and library) with appropriate time allotted for each discipline. Through an integrated curriculum at St. Agnes School, provisions are made for academic excellence and to acquire basic skills in obtaining information, solving problems, thinking critically, and communicating effectively. This is accomplished by providing a stimulating environment that activates the students' interest in all aspects of the curriculum and motivates the student to seek his/her full potential. Mandatory attendance is required for all students in all curriculum areas, including school Mass and Religious Education. (Adopted January, 1997)

St. Agnes School works very closely with the Vermillion Public School in the adoption of new textbooks in all subject areas. This is in light of the fact that the majority of our students become integrated into the public school system once they leave St. Agnes School. St. Agnes School faculty representatives serve on Vermillion's Curriculum Committee each year. All subjects are on a 7-year review cycle. The goal of the committee is to study the subject being reviewed that year by looking at educational trends, research, and modifications that could be made to meet curriculum needs.

ADMISSION OF STUDENTS:

- a. All admissions and withdrawals of students will be handled through the principal's office. St. Agnes School operates to serve the educational needs of St. Agnes Parish. Therefore, arrangements must be made through the principal's office for the attendance of children of non-parishioners. In compliance with current South Dakota law, children must have reached the age of five by September 1, in order to be admitted to kindergarten.
- b. Learning at St. Agnes is a continuous process that begins in pre-school and continues through grade 5. Withdrawal and subsequent readmission requires that certain criteria be examined. Readmission must be approved by the School Board on the recommendation of a readmission committee composed of the Pastor, principal, a school board member and pertinent staff. Parents must fill out a readmission form to be submitted to the readmission committee. Forms may be obtained in the principal's office.
- c. Students wishing to transfer into St. Agnes School during the school year require the following steps: meeting with the Pastor and/or principal, review of records/transcripts, and at least one reference check. All paperwork must be completed prior to meeting with the Pastor/principal. Upon completion of the steps the Pastor &/or principal will determine admission. (May 2011)
- d. **Non-discrimination Statement:** In accordance with Federal law, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Tuition

St. Agnes School is operated with funds received from both tuition and parish subsidy based on gifts from St. Agnes parishioners.

PARISHIONER	
Preschool	\$978.00 (2 days/wk)
	\$1,473.00 (3 days/wk)
	\$2451.00 (5 days/wk)
One child	\$2,183.00 per year
Two children	\$3,332.00 per year
Three or more children	\$3,877.00 per year
NON-PARISHIONER	
Preschool	\$1205.00 (2 days/wk)
	\$1802.00 (3 days/wk)
	\$3007.00 (5 days/wk)
One child	\$2,714.00 per year
Two children	\$3867.00 per year
Three or more children	\$4408.00 per year



Since the tuition covers only a portion of the operating expenses of the school and the rest is paid for by the parish out of regular support, parents of children in St. Agnes School are reminded that the tuition payments are not in lieu of support and that regular church support is also expected.

Failure to make payments as agreed upon at fall registration can result in one or more of the following actions taken by the St. Agnes School Board:

1. Withholding of report card
2. Withholding of student records when transferring to another school
3. Dismissal of the student from school; and
4. Denial of future enrollment (School Board Ruling -- May 17, 1994)

Material Fees

Each student, in grades Preschool through 5th, will need to pay a \$85.00 (non-refundable) registration/materials fee at the time of registration.

Late Tuition Policy

The business office will call or email families on late tuition if it is 15 days or more past due. If the tuition is not received within 10 days after the call or email, a letter from the school is sent. If the past due tuition is not received within 10 days of the letter being sent, the principal will put late tuition on the next school board's agenda. If online/distant learning becomes an option during the school year, tuition is still due at the agreed upon payment amount and date.

Tuition Assistance

As long as financially possible, it is a goal of our parish community that no Vermillion community Catholic child should be deprived of a Catholic education due to lack of financial ability. Any parish parent or guardian who would have financial difficulty meeting the prescribed tuition payments may choose to fill out the tuition assistance application form, within the stated deadline dates. The form will be reviewed by the Tuition Assistance committee to determine disbursement of funds. Applicants will be notified in writing by the principal shortly after the disbursement of funds has been determined.

SCHEDULES/SERVICES

School Schedule

The school days will begin at 8:05 a.m. and end at 3:15 p.m. Teachers will be in the school by 7:35 a.m. and will stay for 1/2 hour after dismissal, except for Friday and holidays. Since there will be no playground/recess this year prior to the start of the day children should not arrive until 8:00, students are urged to stay home until 8:00 am. They can register with Red and Gold and then they can arrive at 7:30am. Please pre-register with Tammy; Tammy.Assmus@k12.sd.us

Students are considered tardy after 8:10 a.m.



School will dismiss promptly at 3:15 pm. Students are expected to leave the school premises immediately. Parents are expected to be prompt in picking up their Students. After 15 minutes, students will be sent to Red & Gold after school care and the parents will be billed the drop-in care rate.

Security

All doors will be locked during school hours. The south (main) door can be accessed by pushing the button on the security system and someone can let you in. Our goal is to keep our students as safe as possible.

Recess Schedule

Recess is scheduled daily for students in grades K-2; 10:00-10:20 am & 2:00-2:20 pm. Grades 3-5; 10:25-10:45 am & 1:40-2:00pm.

Mass Schedule

There will be a weekly school Mass, usually scheduled on Fridays at 9:00 a.m. Check your monthly school calendars for any changes. Changes are taking place this year and Father Jerry will go to each class.

Title I Schedule

The scheduling for the Title I program will be announced by the principal for students who have need of extra help in language arts and math. The principal, classroom teacher, parent and the Title I teacher will work out the best schedule to satisfy all needs.

School Library

St. Agnes School has a certified librarian on staff hired at 20% time. The library at St. Agnes School supplements and enriches the school curriculum.



Each class, kindergarten through fifth grade, visits the library once a week for a 30-minute session. Books may be checked out by students for one week and may be renewed. Lost books will be paid for by the borrower. Money will be refunded only if the book is returned within the school year it was lost and if the book is in usable condition. Lost books at the end of the year will result in holding of the student's report card until the book is paid for or the lost book is found.

Computer Instructor/Technology Coordinator

St. Agnes School has a certified computer instructor on staff hired at 40% time. Computer instruction will be provided once a week for 30 minutes to all students in grades K-5.

Physical Education

St. Agnes School has a certified physical education instructor on staff hired at 25% time. Each class, Kindergarten through fifth, receives two 30-minute sessions each week.



Music Education

There is a certified music instructor on staff hired at 35% time. Students in grades Kindergarten through fifth receive two 30 minute sessions each week.



School Counselor

St. Agnes School has a certified school counselor on staff hired at 50% time. The school counselor will provide each class, grades K-5, with one 30 minute guidance class each week. The counselor will also assist administrators, teachers, parents and students in the areas of behavioral issues, assessment, interpersonal skill development, child abuse reporting and outside services referrals. Please contact the school counselor, your child's teacher, or the principal if you would like your child to receive counseling services.



PROMOTION AND RETENTION OF STUDENTS:

1. Children of average physical, intellectual, and social development will ordinarily progress through the grades at the rate of one grade per year.
2. Children who are limited in learning ability or in background experience, or who have social or emotional problems, may be placed with children who are younger in order to provide increased opportunity for success, satisfaction, and security.

3. In situations where it is deemed advisable to place a child with younger children, the following guidelines are to be followed:
- a. The change will preferably be made in grades K-3, but may occur through grade 5.
 - b. A conference between parent(s) and teacher will be called for by either party as soon as either one becomes concerned about the child's educational process.
 - c. If the problem persists, additional conferences between parent(s), teacher, and other supportive personnel will be conducted to assess the student's progress and to review relative data.
 - d. A conference will be conducted four weeks before the end of the school term. At this time, the reasons for change in placement will be presented to the parents by the teacher and principal.
 - e. A written summary will be made of each conference and placed on file in the principal's office.
 - f. The final decision regarding pupil promotion rests with the classroom teacher and principal. Any educational-related services deemed necessary would be consulted.
 - g. If the parent does not agree with the decision regarding their child's recommended placement, they may ask in writing for a conference with the school principal. Such a request is to be made at least three weeks prior to the end of the school term.
 - h. If the parents do not agree with the result of the conference with the principal, they may appeal to the Retention Committee (consisting of one appointed school board member, the school principal, and the classroom teacher). In the appeal, parents must state in writing their reasons for disagreeing with the decision that has been made. The appeal must be made at least two weeks prior to the end of the school term. The Retention Committee must call for a conference within ten days after receipt of the appeal. (Forms are on file for parents or guardians to sign when in agreement or disagreement with the retention recommendation.)

Some factors to be considered in special placement: chronological age, physical development, emotional and social maturity, intelligence and mental maturity, educational achievement in relation to expectancy, information about adjustment, home, family, and interest.

Cumulative Files/Confidentiality of Records



Permanent records of each student attending St. Agnes School will be current and accurate. At the end of each school year, it is the classroom teacher's responsibility to record all pertinent information on the permanent record card found in each student's permanent file.

Information in each student's permanent file is open to be reviewed by legal parents/guardian though only in the presence of the principal or teacher. In a case of court awarded joint custody student information is provided to both legal parents/guardian. Professional School Assistant Personnel will have access to permanent files when deemed beneficial for the individual child involved with parent permission.

In accordance with the Family Educational Rights and Privacy Act (FERPA), records are kept in the protection of the school unless a student transfers to another school and an official transfer slip signed by a parent is submitted to release records. The permanent file of each student will be kept in a fire-proof

file cabinet in the school office. Teachers may refer to permanent files as needed and should consider all information in the permanent file confidential and treat it in a professional manner. Parents/guardians must sign a release for all documents forwarded to other institutions. Records will not be forwarded until all monies owed to the school are paid (School Board ruling, January 20, 1987).

Evaluation

A report card will be given to parents at the end of each nine weeks period. Parents are encouraged to visit with the teacher and/or the principal regarding the results of the nine-week evaluation.

Grading Scale

GRADES 1 and 2	
4	Exceeds Standard
3	Meets Standard
2	Developing Skills
1	Beginning
0	Not Yet Introduced
GRADES 3, 4, and 5	
A+,A, A- (Outstanding)	100-90%
B+, B, B- (Above Average)	89-80%
C+, C, C- (Average)	79-70%
D+, D, D- (Below Average)	69-60%
F (Failing)	59% & Below



Parent-Teacher Conferences

Parent-teacher conferences will be held during the first and third quarters. Parents are encouraged to visit with the teacher at any time. Parent/teacher communication is considered essential. Open communication between parents and teachers is strongly encouraged and is considered, by St. Agnes School, to be essential for the satisfactory development of the child.

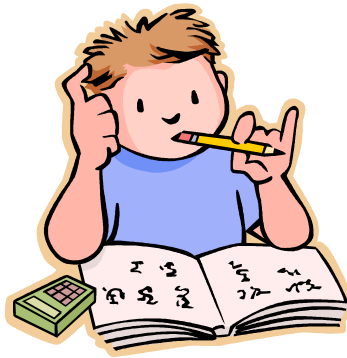
PARENT INVOLVEMENT

Parent Involvement is an important part in the success of each student. Positive communication between parents and the school provides a supportive environment for academic achievement. Parents should carefully read all communications sent home from the school, cooperate with school officials regarding academics and discipline, and be involved and supportive of school programs and fundraising activities. Parents may become involved in the school in many different ways: helping in the classroom, driving for field trips, assisting in the library/computer lab, planning parties, or helping with fundraisers. Parents are always welcome to visit the school. Remember, all visitors must check in at the school office.

St. Agnes School is able to keep tuition at a minimum due to the service that parents provide with our fundraisers. Parents are strongly encouraged to perform a minimum of five (5) hours of service per family in time or talent by helping the school in different capacities. Our greatest need is service at fundraisers; specifically planning, setting up, serving, and cleaning up.

HOMEWORK

Some homework preparation may be necessary in elementary grades. This will vary according to the grade level and the individual child's needs. If a student does not finish their work in class, they may be asked to stay in from recess, or after school to complete it. Parents will be notified so they may make necessary arrangements for transportation. Parents may want to contact their child's teacher concerning schoolwork when individual help is needed.



St. Agnes School Behavioral Expectation Plan

Applicable Areas: Classrooms, hallways, playground, lunchroom, church, bathrooms, field trips, transportation vehicles

The goal of our behavioral plan is for each student to mature into responsible decision-makers. We work to guide students to live by the values and virtues of the Catholic faith. Each student deserves to be in an excellent and safe learning environment. Our staff works diligently to provide a positive support for appropriate behavior. All students are unique individuals, therefore, the frequency and severity of inappropriate behavior will determine interventions and consequences. Administration has discretionary discipline authority.

Classroom disturbances are behaviors that distract from the educational process and disrupts the learning environment. Classroom disturbances will be dealt with on an individual basis and will result in a refocus. A refocus is a meeting with the classroom teacher to discuss the behavior and how the behavior will change. This can be either written or verbal. A walking recess will take the place of a normal recess. During this time, the student will reflect on his/her behavior with a designated staff member while also walking, running, etc. for physical activity.

Consequences for Major Offenses

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Disruptive Behavior	Visit with classroom teacher and refocus	Visit with classroom teacher, refocus, and 1 alternative recess	Visit with Principal, refocus, and 1 alternative recess	Meet with teacher, principal, & parents to create a Behavior Implementation Plan (BIP)
Inappropriate or Foul Language	Visit with classroom teacher and refocus	Visit with classroom teacher, refocus, and 1 alternative recess	Visit with Principal, refocus, and 1 alternative recess	Meet with teacher, principal, & parents to create a BIP
Fighting	Mediation with student(s) involved with teacher and refocus	Mediation with student(s) involved with teacher and refocus and 1 alternative recess	Visit with Principal and teacher to create a BIP	Meet with teacher, principal, & parents and an In-school Suspension (ISS)
Harassment/ Bullying	Visit with classroom teacher and refocus	Visit with Principal, refocus, and 1 alternative recess	Meet with teacher, principal, & parents to create a BIP & referred to counselor	Parent & Principal conference and ISS

*These are example behaviors and interventions and are not meant to be all inclusive.

**Frequency & severity of inappropriate behavior will determine intervention & consequences.

***The SFCS Behavioral Expectation Plan was a reference for the creation of this plan.

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING

The School District is committed to maintaining a constructive, safe school climate that is conducive to student learning and fostering an environment in which all students are treated with respect and dignity.

Persistent bullying can severely inhibit a student's ability to learn and may have lasting negative effects on a student's life. The bullying of students by students, staff, or third parties is strictly prohibited and will not be tolerated.

Bullying consists of repeated physical, verbal, non-verbal, written, electronic, or any conduct directed toward a student that is so pervasive, severe, and objectively offensive that it:

- (1) Has the purpose of creating or resulting in an intimidating, hostile, or offensive academic environment; or
- (2) Has the purpose or effect of substantially or unreasonably interfering with a student's academic performance which deprives the student access to educational opportunities.

Any staff member observing or suspecting bullying toward another individual is required to report the issue to his or her building supervisor.

This policy is in effect while students are on property within the jurisdiction of the School Board; while students are in school-owned or school-operated vehicles; and while students are attending or engaged in school-sponsored activities.

The District will act to investigate all complaints (formal or informal, verbal or written) of bullying. A formal complaint may be submitted to the building principal. Any student engaging in an act of bullying is subject to discipline pursuant to the District's student discipline procedure.

This policy may not be interpreted to prohibit civil exchange of opinions or debate protected under the state or federal constitutions if the opinion expressed does not otherwise materially or substantially disrupt the education process or intrude upon the rights of others.

CARE OF SCHOOL PROPERTY

The child is responsible for school property. Should a child intentionally damage school property (desks, windows, books, etc.), replacement arrangements will be made with the principal.

WEAPONS IN THE SCHOOL (Dangerous/Illegal)

In order to preserve the safety and wellbeing of all students and staff at St. Agnes School, the possession or use of dangerous and/or illegal weapons on school grounds or facilities or at any school sponsored activity or on any school transportation vehicles is prohibited. An exception would be weapons under the immediate control of law enforcement personnel or starting guns for athletic events. A dangerous weapon is defined as any firearm, knife, device, or instrument, which is calculated or designed or could be used to inflict death or bodily harm. An illegal weapon is one which is prohibited by law or which is prohibited by law upon school grounds.

Any violation of this policy by a student will result in suspension from school for the remainder of the school day if violation occurs in the morning and for the next full day if the violation occurs in the afternoon. A second violation in the same school year would result in a longer suspension to be determined by the St. Agnes School Board.

Any violation of this policy by St. Agnes School employees may subject the violator to termination, non-renewal, or dismissal for cause proceedings or other disciplinary action. (Adopted: March 4, 1998)

GRIEVANCE POLICY

In the event that a parent or student is unhappy, he/she must first talk with the classroom or specialty teacher. If the issue is not resolved after that meeting, then the parent or student may go to the school principal with the problem. If after that meeting the issue is still not resolved, then the parent or student can meet with the parish priest. In the event that a parent or student goes directly to the school principal or parish priest before talking with the teacher, they will be directed to take the issue to the classroom teacher first.

ATTENDANCE

A. General Statement

Regular attendance at the designated time is important for the student to succeed in school work. Irregular attendance and tardiness tend to discourage children, and this leads to unsatisfactory work. It is the parents' responsibility to see that their children are in school every day, unless there is a valid reason for the absence.

In case of inclement weather, school cancellation notices are given through a telephone broadcast system (SchoolMessenger) and from Sioux Falls' KELO television, on-line at <http://www.keloland.com/> or on radio stations KVHT 106.3 FM, KVTK 1570 AM and WNAX 570 FM.

Because of bus schedules, St. Agnes will typically dismiss at the same time as the public schools.

B. Student Absences and Excuses

Absenteeism: Absence from school during regularly scheduled school hours.

1. Generally, the only absences excused are:

- a. Personal illness
- b. Family illness
- c. Funeral
- d. Dental or medical appointments that cannot be made on Saturdays or after school hours
- e. School-sponsored activities - When possible, students should notify teachers in advance of absence.
- f. Parental/guardian request: absence for the convenience of the family requested by the parent /guardian and approved by the administration. Make-up work of the lessons assigned and class discussions for the duration of the absence become the responsibility of the student and parents / guardians. When possible, teachers will give students their missed work in advance. Students are expected to make up their work within 1 week of an absence. Extension of time may be granted under unusual circumstances.
- g. If student absence is due to inclement weather or poor road conditions, students will not be penalized. Parents/guardians are asked to provide a written excuse to verify cause of absence.



2. If a student is absent from school, parents/guardians MUST call the school. If you do not call the school the morning of your child's absence, the school will be calling you. If the parent/guardian cannot be contacted within the day of absence, the absence will be considered to be unexcused.
3. Any student missing one-half of the morning or one-half of the afternoon will be counted as being absent for one-half day. (10:00 a.m. and 2:00 p.m. are considered to be midpoint in the elementary school daily schedule.) Students who miss more than two hours during the school day will be counted absent for one-half day.
4. A student shall not leave school during the school day without reporting to the principal's office and obtaining permission. Failure to report to the principal's office shall result in being charged with an un-excused absence.
5. If a student becomes ill while in school, he/she shall report to the principal's office. Contact will be made with a parent/guardian before allowing the student to go home. All parents will be asked to list additional people whom the school may call if contact cannot be made with either parent or guardian.
6. In the case of an un-excused absence, the student shall make up the work and receive full credit. Failure to make up the work will result in a failing grade. Students will be given at least as many school days as they were absent, plus one additional school day to make up the work for full credit. It will be the responsibility of the student, the student's teacher, and the student's parent/guardian to make arrangements for assignments and class activities missed.

Tardiness

Normally, the school day will begin at 8:05 a.m. with a tardy bell to ring at 8:10 a.m. The afternoon session begins at 12:45 p.m. Students arriving after the school day begins will be counted tardy. These students will be directed to the office to sign in with the school secretary. Excessive tardiness may result in a conference with the student's parents, the administration and the teacher. A letter will be sent to the parents to remind them how crucial it is for each child to begin each day of school on time. Being late for school puts a child at a disadvantage and it is a disruption to the class. Tardiness also applies to students leaving within one hour of the school day.

Truancy

1. When three accumulative un-excused absences have occurred, the principal shall attempt to call the parents/guardians and shall provide them with written notice of the school's concern. Parental response is to be documented by the principal.
2. Should the truancy persist for an additional three accumulative days, the principal shall notify the truancy officer. The truancy officer will contact the parent/guardian via registered mail in regard to the seriousness of the truancy.
3. After eight accumulative days of truancy, the truancy officer will report the attendance violations to the States Attorney.

Attendance Policy

STEP 1

When a student has accumulated 8 days of absences during the school year, Step 1 of the attendance procedure will have been reached. A letter will be sent explaining the school's concern regarding the student's absences. The days of absence include all student absences. The administrator will review the student's absences. A copy of the current attendance policy and attendance procedures will also be sent to the student's parents/guardians at this time.

STEP 2

When a student has accumulated 13 days of absences during the school year, Step 2 of the attendance procedure will have been reached. A letter will be sent to the student's parents/guardians, the truant officer and school board regarding the seriousness of the absenteeism. The days of absence include all student absences. The administrator will attempt to telephone the parents/guardians regarding the absences. At this time the truant officer and school administrator will review the absences to see if further action needs to be taken.

STEP 3

When a student has accumulated 18 days of absences during the school year, Step 3 of the attendance procedure will have been reached. A letter will be sent to the student's parents/guardians, truant office, and the school board regarding the seriousness of the absenteeism. The administrator will review the student's absences. The administrator will attempt to telephone the parents/guardians regarding the absences. At this time the truant officer will take appropriate steps to insure the student's attendance improves. After reviewing the information, the truant officer may begin legal proceedings or possible referral to the department of social services. The administrator will review the child's academic progress. Options will be discussed by school personnel and parents/guardians as to the child's placement for the remainder of the current academic year and possible placement for the following school year.

Class Dismissal

Class will be dismissed at 3:15 p.m. each day. If a student needs to spend time after school, a call will be made to the parents, by the child, or the teacher, informing them of the arrangements which have been made. Bus students will not be detained.

After dismissal from school, children are expected to return home. St. Agnes School does not assume responsibility for the children after they leave the building at the end of the school day. If any child is required to stay after school for disciplinary reasons, the teacher will supervise that child when he/she is dismissed.

Students are not to leave the grounds during the school day unless the child has the parent's written permission to leave or there has been a telephone communication to the principal's office.

Make-Up Days

In the event the school calendar must be amended, up to five additional days will be added at the end of the school year. Any additional make-up days will be made up using school days only, including holidays such as Easter Monday and Spring Break. In the event of unusual circumstances, the School Board has the

final recommendation and will determine additional days to be completed beyond the five original make-up days.

HEALTH/MEDICAL PROCEDURES

Please do not send children to school if they are sick. Keep sick children at home for at least 24 hours *after* they no longer have fever or do not have signs of fever, without using fever-reducing drugs. Keeping children with a fever at home will reduce the number of people who may get infected.

In the event that your child become ill or seriously injured during school, an immediate effort will be made to call the parent or person indicated on the emergency file. In the event of a serious injury or illness, and failure to reach a responsible party, the principal or adult supervisor will exercise reasonable judgment with reference to contacting emergency service. Consistent efforts will be made during this time to contact the parents.

Parents are asked not to request that teachers keep a child indoors at recess or noon. Supervision is limited for these children. If a child is not well enough to play outside, he/she should be kept home. In special cases, permission will be granted, with written request from a physician.

Students with the following symptoms will be sent home:

- Temperature of 100 or above or equivalent (normal temperature for 24 hours before returning to school)
- Vomiting (free from vomiting for 24 hours before returning to school)
- Diarrhea (free from diarrhea for 24 hours before returning to school)
- Unexplained abdominal pain
- Severe cold and/or cough
- Unexplained skin eruptions or rash
- Swelling, redness, tenderness, discharge of eyes (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Communicable disease (requires a doctor's diagnosis and treatment, if needed, or until symptoms are gone)
- Any health condition that in the faculty's judgment is of concern for the child's or other's health

Health Records

The school nurse will periodically visit the school during which time check-ups on eyes, ears, and general health will be conducted. The child's health record will be kept on file in the office. State mandated vaccinations and immunization requirements are available from either the St. Agnes school office or from the school nurse.

Immunization Policy



All children must follow state immunization requirements. Any exemption to this requires a letter of explanation from the doctor certifying the medical need for the exemption.

St. Agnes Catholic School does not grant religious exemptions. (Adopted: February 17, 1998)

Medication

A parent or guardian must complete the AUTHORIZATION AND RELEASE FOR MEDICATION form and sign it for dispensing of medicine by a St. Agnes School employee. This procedure must be followed for each

individual illness for dispensing of medicine to take place. Whenever possible prescription drugs and over-the counter medications should be dispensed by a parent or guardian. School personnel has limited or no knowledge of dispensing medication to students. Medication must be in a container provided by a pharmacy. Label must contain the name of the medication, the date pre-scribed, the student's name, the dosage, and the Doctor's name.

Communicable Diseases

Children occasionally contract communicable diseases or conditions, which require that they be excluded from school. In the event a child contracts a communicable disease or condition (chicken pox, impetigo, head lice, scabies, strep infections, pink eye, ring worm, flu, etc.), please inform the school personnel so they can take preventative measures at school. If a "pandemic" situation arises, school officials will work closely with health and state authorities to keep parents updated, advised and informed.

SCHOOL DRESS POLICIES

School Uniforms

Students in grades K-5 are required to wear school uniforms every day, unless there are specified occasions for students. School uniforms will include: solid red, white, or navy blue buttoned and collared shirts (polos or dress shirts) with solid khaki or navy blue pants, capris, skirts, skorts, jumpers, or shorts (no shorter in length then just above the knee.) The pants/skirts material must be twill, cotton or corduroy, no denim. No shorts may be worn to Mass; students may change into solid khaki or navy blue shorts after Mass, during appropriate weather conditions. Solid red, white or navy sweaters or school sweatshirts may be worn; collared shirts must be worn under sweaters/sweatshirts. Shoes/sandals must have back straps. The school uniform policy will be optional for preschool students.

Dress Code Policies

The following dress code policies will also remain in effect. They were adopted by the School Board, February 1997 (Updated: 2004, 2011, 2019)

-Shorts may be worn in the fall and spring. Please make sure you keep an eye on the weather forecast, and use your good judgment, it may get cool again in April and May. Please remember that on Mass Days students may only change into khaki/navy blue shorts.

-Shorts/Skirts should be just above the knee - No bike shorts (of any material) short-shorts or frayed cut off shorts.

-No shorts may be worn at Mass.

-Clothing must fit appropriately (no shirts without backs, no baggy or tight fitting clothing, no midriff tops, etc.).

-No inappropriate wording or logos on clothing.

-No holes in clothing.

-Shoes/sandals must have back straps for safety on the playground (no flip-flops).

-Blue jeans and sweatpants are allowed on Choice and Spirit Days.

-Boots and appropriate clothing is required for playing in the snow during the winter.

-Appropriate dress for weather (ex. boots, hats,).



SAFETY DRILLS

We are interested in providing a safe environment for your child's education.

Tornado Drills

Two tornado drills per year are held throughout the year. The drills are approved by the Local Department of Civil Defense.

Fire Drills



Two fire drills are held each semester according to the State Department of Public Safety.

Crisis Plan

St. Agnes School maintains a current Crisis Plan so personnel will be prepared in response to various crisis events, such as: chemical spills, intruders, deaths, etc.)

FIELD TRIPS

Parents will need to fill out and sign the one day event waiver from the Diocese each time the class leaves the school grounds for a field trip. Parents will be informed by the teacher, in advance, of any field trip. Drivers must be 21 years of age and a guardian/parent of a child in the class taking the field trip. Parent drivers are required to complete the following: Sioux Falls Diocese Volunteer's Driver form, on-line safe environment training (once a year), signing a sexual misconduct policy, and a background check if volunteering more than once (good for six years). These forms and requirements must be signed prior to departure. Drivers shall not make unauthorized stops, and movies and radio stations in vehicles should be appropriate for the ages of the students in the vehicle. A field trip is a privilege and students can be denied participation if they fail to meet academic or behavioral requirements.

BUS TRANSPORTATION

The Vermillion Public School provides busing for St. Agnes students living in the country and in town. Students riding the bus should abide by the Vermillion School District Rules and Regulations which are available at Fall Registration. Children should display proper conduct while riding the bus.

Students from St. Agnes School must ride the bus to and from the school, rather than walking between the high school bus stop and St. Agnes School.

Parents wishing to utilize the busing service must individually contact the Vermillion Public School Administration Office (677-7000). Copies of the bus schedule can be obtained from the office of the Vermillion School District.

LUNCH PROGRAM



A hot lunch is served daily in the gymnasium from 11:40 - 12:15 p.m. for grades K-2 and 12:15-12:50 for grades 3-5. The St. Agnes School secretary will supervise the program and will provide for the purchase

and control of the school lunch tickets. Prices may vary from year to year. Free and reduced price lunches are available based on federal and state guidelines; application forms are available in the school office. Students may bring their own lunch from home. Milk is available for purchase. Fast food and pop are not allowed in the lunchroom. Please emphasize proper table manners in the lunchroom.

BIRTHDAYS



Each classroom recognizes each child's birthday in a special way. Summer birthdays will be celebrated on their half-birthdays, during the school year. Classroom treats should be scheduled ahead of time with the classroom teacher. Invitations to parties and special activities outside of school should not be sent to school and passed out during school time.

BATHROOM PRIVILEGES

Ordinarily, students should use the bathroom under the teacher's supervision at the designated time for bathroom breaks. Individual trips to the bathroom are allowed once the child has received permission from the classroom teacher.

MONEY

When sending money to school for any reason, it should be placed in an envelope with the child's first and last name, grade, teacher's name and purpose for the money written on the outside of the envelope. All money shall be placed in the locked drop box located in the entryway by the office. Teachers and other staff are not permitted to receive money from students unless it is specific to the classroom, i.e. scholastic book orders.

PHONE CALLS



The telephone is intended for business purposes only. When necessary, students may use the telephone, but must obtain permission to use the telephone from their teacher, the school secretary, or the principal. Students should not call home for forgotten items.

LOCKERS

All students in grades 2-5 will be assigned a locker at the beginning of this school year. Lockers are property of St. Agnes School and are subject to inspection by the school at any time. Due to the age of the students, locks will not be allowed on lockers; we are not responsible for any items stolen from student lockers. Lockers are to be used to store school supplies and personal items necessary for use at school. Students will be expected to keep their lockers in a clean and orderly manner. Damage to lockers will be the responsibility of the student and payment must be made for damage to a locker.



BICYCLES

The school accepts no responsibility for bicycles brought onto the premises. Bicycles may be brought to school provided the owner obeys the regulations governing this privilege:

1. Walk bikes on the school grounds.



2. Put bikes into racks provided.
3. No riding on school grounds on school days between 8:00 and 3:45 P.M.

TOBACCO FREE ENVIRONMENT POLICY

Effective July, 2013, the use of any substance or item which contains tobacco, including but not limited to cigarettes, cigars, pipes, or other smoking tobacco, or its use of snuff or smokeless tobacco in school buildings, any time of the day or night, by **all people** who utilize the school building is prohibited. The policy also prohibits having on one's possession a lit cigarette, cigar, pipe, or other substance or item containing tobacco. Further, the policy includes, but is not limited to, all school playground, school gymnasium, school buses and field trips, other school vehicles, and other school buildings. In addition, tobacco product use is prohibited in all outside areas of the school grounds.

Enforcement: Students in all grades violating this policy will be subject to disciplinary action as defined in the students' handbook(s). Staff Teachers/support staff who use tobacco products will be encouraged by their Principal to participate in cessation programs. Teachers/support staff violating this policy shall be warned verbally by their Principal who shall send the teacher/support staff a follow-up letter. On subsequent offenses, the Principal shall again warn the teacher/support staff verbally and in writing, then refer the staff member to the Superintendent. Visitors in violation of this policy will be informed of the school district's policy and will be asked to refrain from using tobacco products. If the individual fails to comply with the request, this other violation will be referred to the Principal or other appropriate supervisor who may direct the person to leave the school area. Refusal to leave, or repeated violations, may result in referral to the Superintendent.

Promulgation: Appropriate signage shall be posted in conspicuous places in all school buildings, playground, and parking lots.



INTERNET POLICY

In preparing our students for the 21st century, St. Agnes supports the teaching and use of the Internet, providing hands on learning with up to date technology and methods. The Internet allows students the possibility for exchange with other students throughout the world, gives them pride in their work and motivates them to see it displayed for the community and others. The Internet is an information resource from across the country and will help to prepare students for research in the upper grades. Students will be educated about safety on the Internet and will always be under teacher supervision when using it at school. No last names will be used and pictures will only be of students involved in activities and projects. It is the parent's responsibility to fill out the permission form handed out at registration to request that their child's name, picture or work not be included in presentations on the St. Agnes or the teacher's website.



ELECTRONIC DEVICES POLICY

Students shall not carry electronic devices such as cell phones, pagers, MP3 players, wearable devices, or comparable devices on their person during the school day, including before and after school care. These electronic devices must be left in the student's backpack. These electronic devices can be invasive, distracting, harassing, contributive to cheating, and potentially dangerous in school emergencies. Electronic devices may be used by 4th and 5th grade students in the classroom for reading only. A consent form must be signed by both the student and parent prior to use. If students are found to be carrying any of these devices with them, or using them improperly, the administration or staff member has the authority to confiscate the device. Penalties for violation of this policy include: 1st offense – warning and the device will be held to the end of the school day, 2nd and subsequent offenses, device will be confiscated and turned over directly to the parent or guardian.



RED & GOLD CHILDCARE CENTER



School Year Program

The purpose of St. Agnes Red & Gold is to provide a safe, fun and relaxing environment for children in preschool through 5th grade. St. Agnes School offers before and after school care programs during the school year at an additional fee. The program runs in conjunction with the school year calendar. Red & Gold Club does not provide care when school is not in session (in-services, vacation, snow days, etc.) They will provide regular hours when school is dismissed early. If you have any questions or would like to participate, you can stop in the school office. Our childcare center is licensed through the state of South Dakota.

Summer Program

St. Agnes School holds a summer care program that provides a structured full or half-day schedule of academic, social, and recreational activities for students Preschool-5th grade. Families may pick from a variety of schedule options. The program will be expanded based on demand.

PTSA (Parents and Teachers of St. Agnes School)

Members being ALL parents with children attending St. Agnes School and the teachers and staff of St. Agnes School.

The Goals and Purposes of P.T.S.A. are:

1. Public awareness
 - a. Increase enrollment.
 - b. Public awareness of academic and spiritual excellence of the school.
2. Increased communication between teacher and parents.
 - a. Use this organization as a sounding board for new activities or facilities needed in the school.
 - b. Use this organization for presentations to parents regarding current programs, facilities, etc., available to the school.
3. Fund raising
 - a. To have a central organization for current fund-raising projects in an effort to get more parents involved.
 - b. To implement new fund-raising projects when needed.
4. Social
 - a. There will be periodic meetings held during the school year. Parent support is the key to an active and productive organization such as PTSA.



CERTIFICATE PROGRAM

St. Agnes School's Certificate Program is an easy way to support St. Agnes School. By purchasing certificates to local and national vendors at absolutely no cost to you, St. Agnes earns 2%-20% of the total sales. They're the same certificates that you buy in the store. The beauty of scrip is that you put your regular household shopping dollars to work for the school. To participate in the program, simply purchase certificates at the school office, after Mass on the weekends, or order anytime on line at www.shopwithscrip.com



Diocese of Sioux Falls Parental Contract

The Church teaches that parents have the first responsibility for the education of their children (CCC 2223). We agree to participate in the education provided at St. Agnes School by

promoting a positive attitude toward school both at home and in the community;

bringing concerns about our child directly to the teacher;

showing respect for the teacher as a professional person working for the well-being of the children entrusted to his/her classroom;

seeking to understand and follow the policies of the school;

attending Mass on weekends and holy days with our children;

regularly participating in the sacramental life of the Church;

promoting family prayer and faith traditions at home;

volunteering and giving service to the parish and school; and

witnessing Gospel values in our everyday life.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

To: Parents, Teachers, and Employees of St. Agnes School

This letter meets the requirement of the Environmental Protection Agency (EPA) to be in compliance with the *Asbestos Hazard Emergency Response Act* (AHERA) by providing parents/employees with written notification regarding asbestos-containing building material at St. Agnes School.

St. Agnes School has on file a complete and updated Management Plan for dealing with asbestos-containing materials within the building. It is federal law that such materials be encapsulated or removed. An inspection took place in July, 2014 by James Wosje, the Safety Coordinator for Sioux Falls Catholic School. No health concerns were noted at the time of the inspection, maintenance recommendations were made. Everything looks good.

The Asbestos Management Plan is available for viewing by interested parties, Monday through Friday, during school hours, at the Principal's office. Copies will be available at cost within five days of written request.

Asbestos-containing building materials are required to be kept under surveillance. Semi-annual surveillances must be conducted by trained personnel for as long as necessary. The next inspection for St. Agnes School will be in July, 2020.

Sincerely,

Amy Pohlson

Local Education Agency

Designated Person