



SAINT AGNES
S C H O O L

Student-Parent Handbook

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



St. Agnes School

(518) 523-3771

2322 Saranac Avenue Lake Placid, New York 12946 2

St. Agnes School Prayer

O Jesus, through the Immaculate Heart of Mary, I
offer you all my prayers, works, joys, and sufferings.

Through the intercession of St. Agnes,

I pray that I might act with kindness

And respect to all I meet.

Help me to love God with all my heart, soul,
mind and strength.

Help me to treat others as I want to be treated.

May I use my gifts and talents

For your honor and glory.

Amen.



Schoolwide Expectations

All employees, students and families should adhere to the schoolwide expectations to be safe, responsible and kind.

Faculty and Staff Commitment

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

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

Parent Responsibilities

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

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

St. Agnes School Policies

Enrolled Students

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

Financial Obligations

- Tuition obligations follow the yearly tuition commitment or contract signed by each family.
- Tuition payments are due as specified by each signed individual contract or tuition commitment form.

Tuition Payment Options

St. Agnes uses FACTS management company to collect tuition. Families are required to pay tuition through FACTS unless paying in two or fewer installments. You may set up an appointment with the principal at any time to discuss financial assistance options or alternative payment arrangements.

Free and Reduced Lunch

St. Agnes participates in the federal free and reduced lunch program. If you are interested, please call or email the office for additional information. This program not only provides meals at a free or reduced cost for your child but can also help to support school literacy programs.

Withdrawal Policy

- Families must notify the school in writing if a student is to be withdrawn from the school.
- Registered students who withdraw before the first day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15 are responsible for ½ of the full tuition amount.
- Registered students who withdraw After December 15 are responsible for the full tuition amount.

- Students who enter into child care contracts are bound by the payment obligations until such time as another student is registered for the program in their place.
- Early withdrawal penalties and obligations may be waived if the school asks a student to leave the program for any reason.

Community Involvement

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

VIRTUS training

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

PTO

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

Fundraising

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

Curriculum Committee

Curriculum committee meets on an as needed basis. This is an open forum to discuss ideas for school improvement and brainstorm with other families about best practice in our classrooms.

Community Events

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

Photography Permission

A photography permission form will be sent home. Photography agreement will be assumed if the form is not returned. Once the form is received preferences will be updated.

Student Records

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

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

Attendance

All students are encouraged to attend school with consistency to receive the full benefits of the program. Going to school every day is one of the most important things your child can do to achieve academic success. Research has shown that your child's attendance record may be the biggest factor influencing academic success. School age students follow the (CAP) Comprehensive Attendance Policy and should attend school daily unless of illness or other excused absence.

Benefits of daily attendance

By attending class regularly, your child is more likely to keep up with the daily lessons and assignments, and take quizzes and tests on time.

- **Achievement and Opportunity:** students who attend school regularly are more likely to pass reading and math assessments than students who don't attend school regularly.
- **Being part of the school community:** Just by being present at school, your child is learning how to be a good citizen by participating in the school community, learning valuable social skills, and developing a broader world view.
- **The importance of education:** Your commitment to school attendance will also send a message to your child that education is a priority for your family, going to school every day is a critical part of educational success, and that it's important to take your responsibilities seriously including going to school.

Absent Notes

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

Hours of Classroom Operation

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

Class	Arrival Window	Class time	Pick up Time	Pickup Location
All Day Preschool	7:30 School Calendar 8:00 Child Care	7:30/8:00 Open 5:00 Close	Anytime before 5:00	Classroom, playground or gym
PK 3 ½ Day Preschool	8:00-8:30	8:30-12:30	12:30	Classroom

PK 4 ½ Day Preschool	8:00-8:30	8:00-1:00	1:00	Front Foyer
K-3 Program	7:30-8:00	8:00-2:25	2:25	Front Foyer
School Age Afterschool Program	2:30	2:30-5:00	Anytime between 2:30 and 5:00	Classroom, gym or playground

Changes in school routine

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

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

Pick Up Policy

For variations from your established pick up routine, please send a note in your child's communication folder. If transportation plans change during the day, please contact the office to make the change by phone at (518)523-3771.

Transportation changes via email should be followed up with a phone call to the office unless an acknowledgement is sent, as email cannot always be checked during the school day with consistency.

Late Pickup

The school building closes at 5:00. Please plan the pick up of your child accordingly. Students who remain in the building beyond 5:00 are subject to a \$1 per minute late fee. Recurrent late pickups will jeopardize student enrollment.

Program Selection

Enrolled students have priority when requesting a change in programming. If a

change in program is desired, i.e. half day to all day preschool, please submit a request in writing to the office. If the program has availability, the change will be executed immediately. If there is a waitlist, enrolled students will have priority placement once a space becomes available.

Preschool to Summer Camp Transition

Preschool students leaving PK4 who are entering Kindergarten in the fall are invited to join Spark Summer camp at the end of the school year based partially on a recommendation of readiness from the classroom teacher. To be ready to transition to camp students must be able to toilet independently. Final transitions between the preschool summer program Spark Summer Camp are at the discretion of the administration.

Visitors to the Building

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

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

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

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

Classroom Visits

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

Parents or visitors who wish to observe a classroom or volunteer in the building

while school is in session are required to complete VIRTUS training and a criminal background check to take part in activities that involve students.

Parents or visitors who wish to observe a classroom or volunteer in the building while school is in session are required to arrange such visits in advance with the office and/or classroom teacher(s), so that class disruption is kept to a minimum. Advanced arrangements can include an email, a mailed letter, or a phone call to the school or teacher. If something needs to be dropped off for a student during the school day, please leave it in the office and it will be delivered. School age students who arrive after 8:00 should enter the classroom independently after checking in with the office to make their lunch selection.

School closing procedures

In case of inclement weather, school may close for the day. When the Lake Placid Central School District is closed for inclement weather, St. Agnes School is also closed. If other school districts that normally transport students are closed, they will not transport students to Lake Placid even if Lake Placid Central School District is in session. If this is the case, students in other school districts will be excused from classes at the school and will be able to make up missed work. School closures from reasons other than inclement weather will be evaluated on a case by case basis.

School Delay Procedure

If there is a school delay all school programs that begin in the morning will start on the same delay using 8:00 as the base time. If there is a one hour delay, then ALL morning programs will begin at 9:00, and if there is a two hour delay, then ALL morning programs will begin at 10:00. School doors open half an hour before classes begin.

Early Dismissal

If there is an unexpected early dismissal, All St. Agnes School programs may also be dismissed early. Parents will be notified by the school communication system in the event of early closure.

Comprehensive Attendance Policy (School Age Students Only)

Attendance Codes

- Tardy-K-3 Students who are not seated and ready to learn at 8:00 are tardy.
- Excessive Tardy-Students who are more than 15 minutes late for school or leave more than 15 minutes early. Every three excessive tardies is equivalent to one partial absence
- Partial Absence-Students who are more than one hour late for school or leave more than one hour early have missed a significant amount of instruction for the day. Every three partial absences is equivalent to one absence
- Excused Absence-Unavoidable absences that do not affect student grades
- Unexcused Absence-Absences that are unexcused directly affect grades and can, in excess, lead to an enrollment eligibility review.

Attendance Rates

- Class attendance is a critical component of the K-3 learning process.
- Students must be in the classroom to learn. To maintain enrollment eligibility, students must maintain a minimum 90% attendance rate unless of extraordinary circumstance.
- The homeroom teacher may make contact or convene a meeting with a student's parent or guardian if any student has five or more absences in a quarter to evaluate the need to develop intervention strategies.
- The homeroom teacher may make contact or convene a meeting with a student's parent or guardian if any student has 10 or more unexcused absences over the course of a year to evaluate the need to develop intervention strategies.
- The Principal shall also make contact with the student and his/her parent(s)/guardian and may require a meeting with the student, his/her parent(s)/guardian and other appropriate personnel to address attendance issues if absences persist.

Excused/Unexcused Absences

Personal illness, death in the family, religious observance, required attendance in court, approved school-sponsored activities, dental and medical appointments, military obligations, are approved planned absences. Appropriate

documentation may be required **All other absences are unexcused. Students will not be awarded credit for participation during unexcused absences.**

Planned Absence

The school calendar provides for extended weekends and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. If unavoidable, prepare for planned absences of three or more days by filling out a planned absence request form and returning it to the classroom teacher at least one full week (5 school days) prior to a planned absence for approval. Planned absences are considered on a case by case basis. Many factors are considered including but not limited to: current academic standing, current attendance rate, reason for planned absence, and academic enrichment opportunities provided during absence.

Missed work due to Absence

School age students are responsible for making up missed assignments upon their return to school. Students will be given a reasonable amount of time to complete missed work including missed homework.

Dress Code

Preschool

Preschool students should wear comfortable clothing that is weather appropriate. Children frequently get a bit messy while learning, so please keep that in mind when choosing clothing to wear to class. Shoes should cover the toes and have a heel strap to avoid injury.

K-3

Students in the school age program are expected to follow the dress code that is found on the website. Students who arrive at school out of uniform will be asked to change into an extra uniform from the office and will receive a uniform infraction notice. If a student has accumulated three or more uniform infraction notices, the student's family will be contacted to bring in items that follow the uniform guidelines.

Dress for Physical Education

Students should wear navy athletic pants or shorts with a St. Agnes logo shirt on Mondays for Physical Education. St. Agnes logo sweatpants are allowed. Students should also wear tennis shoes that do not have black soles on gym day.

Dress for Field Trips

K-3 students regularly attend field trips off campus. On field trip days students may dress in gym attire or uniform with a St. Agnes logo sweatshirt.

Birthday Dress Down

Students in K-3 may dress down (out of uniform) on their birthday or a day close to their birthday if their birthday does not fall on a school day.

Communication

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

Contacting the School

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

School Telephone: (518) 523-3771

School Fax: (518) 523-2203

School Website: stagneslp.org

Secretary: info@stagneslp.org

Principal: admin@stagneslp.org

School Facebook Page: <https://www.facebook.com/stagneslp/>

SeeSaw Communication System: Used for digital information delivery, student assessment and classroom updates

Family Mail

Family mail is sent home on the last day of the week. It is expected that

parents will receive and review this information and return items that require their attention on the first day of the following week..

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

Parent teacher conferences

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

Academic Information

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

Gap Services

St. Agnes offers all students the opportunity to reach their full potential by individualizing instruction. One way students are supported is through targeted instruction provided by specialists hired by the school. Specialists who may support student achievement include but are not limited to speech therapists, occupational therapists, physical therapists, school counselors, psychologists, and behavioral therapists.

Sacramental Program

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

sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

Assessment Policy

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

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

School Age Grading Policy-

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

Overall Grades

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

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

Assignments

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

Homework

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

Tests & Quizzes

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

Effort

Effort is assessed using the following rubric:

	Needs Improvement	Improving	Satisfactory	Outstanding
Points	1	2	3	4
Engages in learning	Complains or refuses to engage in learning activities	Engages in learning with prompting from teacher	Consistently engages in learning activities	Actively and enthusiastically engages in learning exercises

Follows class rules	Has difficulty treating teacher, classmates, equipment and environment with respect.	Needs prompting to treat teacher, classmates, equipment and environment with respect.	Frequently treats teacher, classmates, equipment and environment with respect.	Consistently treats teacher, classmates, equipment and environment with respect.
	Has difficulty following class procedures	Needs prompting to follow class procedures	Frequently follows class procedures	Consistently follow class procedures

Skill Scores

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

General modifications

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

Report cards and interim reports in K-3

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

Progress Reports in Preschool

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

Special Education

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

Special Education Referral Process

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

Food at School

Lunch and snack

St. Agnes offers a hot lunch & sandwich option on school calendar days. On days when only the child care program is open, students should bring lunch from home. On days when lunch is offered, Students may either buy a lunch from the cafeteria or bring a lunch from home. All classrooms have time in the schedule set aside for morning snack. Students may bring a snack from home or buy one in the office.

You may send money daily, leave money in the office on account, or choose to be billed at the end of the month for snacks and lunches purchased from the school. Students will not be able to purchase lunch or snack if their bill is more than 30 days overdue.

Food Costs

Snacks cost \$.50

Lunch \$3.00

Milk \$.50

Peanuts

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

Birthday Treats and Parties

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

Party Invitations

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

Health and Wellness

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

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

The use of fever suppressing medication is not permitted while attending school. If your child requires medication to be symptom free then they are not well enough to attend.

If a student is dismissed for fever, students should be fever free without medication for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this does not allow for a 24-hour protection of the entire school community.

Too Sick for School?



When should a child stay home from school for illness?

5 reasons your child may be too sick for school

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1. Fever

If a child has a temperature of 100° F or higher, your child is too sick for school. Keep them home until they have been fever free for 24 hours without the use of anti-fever medications.
- ### 2. Diarrhea or Vomiting

If a child has 3 or more loose bowel movements, even if there are no other signs of illness, your child is too sick for school. Any vomiting is a reason to send a child home or keep a child home. Keep them home until vomit and diarrhea-free for 24 hours.


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3. Rash

There are different rules for returning to school depending on the cause of the rash. Children with contagious rashes, such as chicken pox and measles, need to be kept home. If your child has a rash AND a fever, keep them at home and talk with your healthcare provider.
- ### 4. Cough or Sore throat

Children with a cough or sore throat should be watched closely. If the cough or sore throat becomes worse or if the child develops a fever, the child is too sick for school.


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5. Other conditions

Children with other communicable conditions such as head lice, ringworm, or scabies may need to be kept home from school. Children may need to see a healthcare provider for treatment.

Not sure if your child is too sick for school?
Talk to your school nurse or school administration about exclusion policies for these and other illnesses.

Closure due to Illness

If a contagious illness is reported or observed in one or more classrooms, student and staff attendance will be monitored. If absences become excessive, the affected classroom or building will close for a period of time to allow disease transmission to slow or stop. Before reopening a deep clean of the affected spaces will be performed.

Lice

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

Asthma and Food Allergies

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

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

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

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

St. Agnes School recognized that life threatening food allergies are an important condition affecting many school children and positively welcome all pupils with food allergies. In order to minimize the incidence of life threatening allergic

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

Severe Allergic Reaction

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

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

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

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

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

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

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

Discipline Code

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

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

Expectations

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

Logical Consequences

St. Agnes School uses logical consequences to determine in the moment discipline. Logical consequences are applied with respect, relevancy, and realistic guidelines to help children understand the consequences of their own choices and help them learn from their mistakes. A logical consequence generally has two steps. The first step is to stop the misbehavior. The second step is to provide an action that recalls children to the rules, reinstates the limits, and teaches alternative behaviors.

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

The Three R's of Logical Consequences

Logical consequences are respectful, relevant, and realistic.

Respectful.

Respect is conveyed through words and nonverbal gestures.

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

Relevant

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

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

Realistic

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

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

Standards of discipline

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

- Students will be respectful of peers and teachers
- Students will not engage in teasing, name calling, or derogatory behavior.
- Students will not be physically aggressive with their peers or adults
- Students will not engage in lying, cheating, or stealing
- Students will not be disruptive during class (excessive talking, throwing objects)
- Students will not engage in play that is considered by supervisors as

“roughhousing”

- Students will be respectful and disciplined during safety exercises
- Students will be respectful of property and will not engage in vandalism
- Students will follow school dress code
- Students will complete assignments on time
- Students will use the bathroom facilities respectfully and leave them clean when they are finished.

Classroom rules

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

Property damage

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

Devices

Students may not use personal electronic devices during the school day without the express consent of their classroom teacher. Example, E-readers in the classroom during guided literacy. If personal electronic devices are brought to school for any reason they should remain in the off position in the student's backpack. St. Agnes School is not responsible for lost or stolen personal electronic devices or other personal property.

Recess

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

Bullying

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

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated with an intent to cause harm.

Biting

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

Disruptive and aggressive behaviors

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

Suspensions

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

Expulsion

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

Safety Provisions

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

- All parents will provide and maintain accurate address and telephone information for office records
- All parents, volunteers, and visitors must report to the office upon entering the building and sign in.
- All students will abide by the classroom rules and the St. Agnes discipline code. Students are expected to follow directives of the faculty and staff at all times.
- The front doors will be locked throughout the school day. Parents should use their personal security code or the doorbell to gain entry to the

building.

- Visitors need to buzz at the front door to gain admittance to the building.
- Special teachers escort students to and from their classrooms.
- Regular fire/disaster drill are conducted
- The Lake Placid Fire Department and the Board of Health inspect the school annually.
- The principal, faculty, and staff monitor student arrival and dismissal.
- Faculty, staff, and parent volunteers monitor students during the lunch period and recess.
- The principal and faculty are committed to the school's philosophy to "teach the Gospel message, build a community of faith and love."
- The principal and faculty listen to the children, address their concerns and support families to work together to resolve issues.
- The school physiologist is available to students and families upon request. Also, the names of other professionals are available from the principal.
- A crisis plan is on file in the office
- Student medication is kept in the office in accordance with state law. If your child is taken off medication or will no longer receive it at school, please submit that change in writing to the office in a dated note as soon as possible.
- The school nurse will dispose of medications that are not picked up at the end of the school year.
- A signed Physician and parent request for the administration of medication by school personnel is required in order to dispense medication.

Emergency drills and protocol

St. Agnes school has a comprehensive emergency management plan that is supported by frequent drills to prepare both students and faculty for foreseeable events. Students practice fire drills and lockdown drills regularly and may also practice other procedures from time to time.

Communication During and After and Emergency

St. Agnes school will make every effort to communicate clearly in the event of an emergency situation. Timing and delivery of information will vary based on individual events with safety held as the top priority

Technology use agreement

Adapted from NCEA's From the Chalkboard to the Chatroom

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

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. Will keep my computer work area clean and I will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-roms from home to be used on school equipment without proof of licensure and prior approval of school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to system programs for computer equipment: I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for the network resource.
5. Students will honor the school's procedures for the storage of information. After prior notice is given, files may be deleted from the system to protect the integrity of the network or because of space limitations.
6. As a user of a network, students will not use bulletin boards or chat rooms for personal use. In addition, students will not reveal personal information,

home address, or personal phone numbers or those of students, teachers, or staff members. Transmission of any material in violation of any US or state regulation is prohibited. This included but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate. The student is responsible for not pursuing material that could be considered offensive.

G Suite for Education Permission

St. Agnes School uses G Suite for Education. St. Agnes School provides and manages a G Suite for Education account for your child(ren). G Suite for Education is a set of education productivity tools from Google including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At St. Agnes School, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st century digital citizenship skills. If you would like to learn more about GSuite for education please visit the form section of the school website to read the G Suite Education Notice.

Computer privilege

The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The system administrators will deem what is inappropriate use, and their decision is final.

Cell phones

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

Telephone

Permission to use the telephone must be obtained from the school office.

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

Miscellaneous

Electronic communication

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

Catholic Schools Week

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

Student Gifts

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

Teacher Gifts

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

Title IX

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

Policy Amendments

St. Agnes School reserves the right to amend this handbook at any time.

