

*St. Agnes Elementary School*  
*2018-2019*

*LOCAL ADDENDUMS*

*to the*

DIOCESAN ELEMENTARY SCHOOL  
STUDENT/ PARENT HANDBOOK

*ACADEMIC POLICIES*

COURSE OF STUDY

All curriculum policies and procedures are established by the Catholic Schools Office of the Diocese of Scranton with the approval of the Bishop. These policies and procedures are also voluntarily consistent with the requirements of Chapter Four of the Pennsylvania Department of Education.

Religion is part of our daily curriculum, in addition to secular subjects. All students in the Catholic Schools of the Scranton Diocese are required to successfully complete the appropriate Religion course for each year the student is enrolled in the school. Attendance is expected at all liturgical services which are a part of the school program.

Homework is assigned to develop independent work/study habits, to strengthen skill development, and to provide reinforcement of skill areas. Students are reminded that doing written homework is not sufficient. Students should also read and study assigned materials in preparation for daily class work. This may include, but is not limited to, long-range projects, individual projects, and group projects.

A suggested time schedule is:

Grades 1 & 2.....15 – 30 minutes

Grades 3 & 4.....30 – 45 minutes

Grades 5 & 6.....45 – 60 minutes

Parents/guardians are expected to support this activity by providing an atmosphere and time for completion of the assigned work.

GRADING/ REPORT CARDS

Report cards are issued four times a year – November, February, April, and June. (First grade students will not receive a report card until the end of the second marking period.)

Grade six will be eligible for the honor roll. Major subjects are all subjects other than music, physical education, art, computers, and library.

High Honors:

overall average of 92.5% - 100%, in all major subjects, with no grade lower than 85.

Honors:

overall average of 84.5% or above, in all major subjects, with no grade lower than 75.

If a child receives two I's in the subject areas of music, physical education, art, or computers, he/she is not eligible for the honor roll. A mark of U will also result in a student being ineligible for the honor roll. In addition, if any one of the following comments is on the report card, the student would be ineligible for the honor roll:

**Academics**

- Inattentive
- Unprepared for class
- Incomplete, missing, or poorly completed homework/projects
- Lacks disciplined study habits
- Low test scores

**Attendance**

- Performance is hindered by absences
- Performance is hindered by tardiness

**Behavior**

- Disruptive
- Displays uncooperative behavior
- Displays disrespectful behavior

**Marking Code:**

A: 95-100 B+: 90-94 B: 85-89 C+: 80-84 C: 75-79 D: 70-74 F: 69 and below

Students in grades one through three will receive letter grades, students in grades four through six will receive numeric grades. Students in grade one will receive report cards three times a year beginning with the second marking period.

An incomplete grade indicates that the student has not completed the course requirements for a given quarter, but that there is an acceptable reason for this (for example, extended illness). An incomplete must be removed within ten days of the distribution of report cards for that quarter unless other arrangements have been agreed to by the teacher and Principal.

#### PROGRESS/ DEFICIENCY REPORTS

Progress reports will be mailed at five-week intervals. Not all students will receive progress reports. Those students who receive reports are those who exhibit difficulty with a subject and students who deserve special recognition for their work in class.

#### EXTRA-CURRICULAR ACTIVITIES/ ELIGIBILITY

An intramural basketball program is available for students in grades three through six.

All athletic programs at St. Agnes exist thanks to the volunteer coaches and assistants who work with the students. Parents also support the programs financially.

St. Agnes School also offers a major musical production each year. Usually students in grades five and six are eligible to participate, however, some years include other grades. Christmas and spring concerts, as well as a talent show, are also presented.

Other activities are available based on minimum participation levels. They include Spelling Bee, Geography Bee, Forensics, and Children's Choir, among others.

Once again, all of these activities are able to be presented thanks to parent and community volunteers who support us with their time, talents and treasure.

Any student who has a failing grade in two or more subjects is ineligible to participate in any extracurricular activity including athletics. This applies to mid-quarter interim reports and report cards. The student may become eligible after ten school days, provided that the teachers indicate signs of significant improvement have occurred in all subjects involved, and the Principal reinstates him/her. A student who is under disciplinary suspension is ineligible to participate in extracurricular activities.

#### BACK TO SCHOOL NIGHT

Our annual "Back to School Night" is held in September. Parents and students have an opportunity to meet teachers and classmates, tour the classrooms, and enjoy refreshments. Orientation for our Pre-K students and families is held separately at the school the week before classes begin.

#### REMEDIAL PROGRAMS

Students are identified for remedial programs based on their standardized tests, input from faculty members, evaluation, and at the discretion of the Principal.

According to guidelines of the Commonwealth, the public school district within which the student resides will provide remediation. BlaST IU #17 also administers a program at St. Agnes School.

Parents will be notified if remediation is necessary.

#### PARENT- TEACHER CONFERENCES

Formal parent-teacher conferences are scheduled for November. All other parent-teacher conferences should be arranged by appointment at the office or by sending a note to the teacher so that a matter may be discussed in private at a time when the teacher is free from his/her teaching responsibilities. Drop-in visits will not be allowed during school hours. Teachers are not to be disturbed during class, lunch, dismissal or any other "duty" time.

If a matter is not satisfactorily resolved at the teacher level, the parent/guardian may schedule a mutually convenient appointment to speak with the school Principal. If the parent/guardian is not satisfied with the Principal's resolution, the parent/guardian may request, in writing, setting forth the nature of the complaint and the school's response, that the Diocesan Superintendent of Schools investigate the matter.

#### STUDENT RECORDS

Consistent with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), no part of a student's record will be divulged to any person, organization or agency without the informed written consent of the student's parent or legal guardian (or consent of the student, if the student is eighteen years of age or older) unless:

- a) the disclosure is to school officials, including teachers, who have a legitimate educational interest in the records,
- b) the disclosure is to comply with a judicial order or lawfully issued subpoena, or
- c) the disclosure is in connection with a health or safety emergency.

Prior to any disclosure in the case of judicial order, lawfully issued subpoena, health, or safety emergency, the school will make a reasonable effort to notify the parent/guardian (or eligible student) in advance of its disclosure.

When a student transfers to another school, a copy of the student's records will be forwarded by the Principal to the new school upon official written request from the receiving school. In addition to such written request, the written consent of the parent/guardian (or eligible student) is required to authorize the transfer.

If a student is expelled, a copy of the records will be forwarded to the public school district where the student resides, unless directed otherwise.

Parents/guardians and non-custodial parents of a student under eighteen, whose rights are not limited by court order or formal agreement, may inspect and review official records, files, and data, including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school. These rights transfer to a student upon reaching eighteen years of age. Parents/guardians or eligible students may inspect and review the student's educational records by requesting access in writing directed to the school Principal. Upon receipt of the request, the school Principal, within three school days, will schedule the inspection and review of the student's records during school hours on any day school is open for classes.

If a parent/guardian or eligible student believes the student record contains inaccurate or misleading information, he or she may ask the Principal in writing to amend the record. The Principal shall either:

(1) Amend the record as requested; or, (2) Inform the parent/guardian of eligible student of his/her decision not to amend the record and advise the requesting party how to appeal such a determination.

St. Agnes School will presume the non-custodial parent has the authority to request information concerning his/her child and will release such information upon request. Additionally, the non-custodial parent will be provided with access to his/her child's educational records. If the custodial parent wishes to limit the non-custodial parent's access to records, it is his/her responsibility to obtain and present to the school a court order, or other legally binding instrument that limits or denies access.

It is the responsibility of the parent to bring any custody documentation or changes to said document to the school to be kept on file in the office.

#### TESTING PROGRAM

Evaluation is an important element of the educational process. One aspect of evaluation is formal testing. Alternative methods of assessment will also be used. If deemed necessary, psychological testing is available from BLaST IU #17.

Classroom tests are administered by each teacher in the subject areas. Mid-terms and final exams are also given.

The Diocese of Scranton achievement testing program is the McGraw-Hill Terra Nova testing program. These tests will occur in the spring of each school year

## *A*TTENDANCE

### SCHOOL HOURS

8:00AM – 2:40PM

Supervision of students by teachers or other staff begins at 7:45AM. No student should arrive at the school before 7:45AM or remain after 2:45PM unless they are supervised by a parent or guardian, or are attending the before-school program or the after-school program. In cases of inclement weather, Pre-K students should report to the hallways outside their rooms and students in grades Kindergarten through six should report to the cafeteria. Students are considered “tardy” after 8:10AM.

Parents dropping off their children may only enter the hardtop playground via the Fourth Street driveway located next to the garage. Then they may park their car and walk their children to their classrooms or simply drop them off. All cars should only exit the hardtop playground area via the State Street driveway. No children will be permitted to play on the blacktop area in the morning, or on the enclosed playground. This one-way policy has been instituted to ensure the safety of all St. Agnes students; it will also alleviate unlawful parking on Fourth Street and ease the congestion of buses and vans dropping off students. Parents who wish to drop off their children from Third Street may continue to do so.

Supervision of students ends at 2:45PM. All students should be off school grounds by this time unless accompanied by a parent/guardian or a note has been submitted to the office stating the reason for remaining after school (e.g. make up a test, stay for detention, receive extra academic help), or unless a student has been instructed to remain by a school official. Students who need to return to school for an extra-curricular event will be issued a policy for them at the beginning of each event.

### DISMISSAL PROCEDURE

A warning bell for dismissal will be rung at 2:35PM. All students will remain in homeroom. The dismissal bell will ring at 2:40PM. Bus students will be called by district and will exit out the Fourth Street door to get on buses. Elementary car riders, elementary walkers, middle grade car riders, and middle grade walkers will be called in that order.

Car riders for the elementary grades will be walked to the front door by the office where parents may pick them up, followed by elementary walkers. Middle grade car riders and walkers will also exit that door. Dismissal for students remaining for after school programs such as latchkey, tutoring sessions, etc. will then be announced.

Written permission must be handed to the homeroom teacher during homeroom period in the morning, or to the office by noon, if a student is deviating in any manner from his/her normal dismissal routine. Otherwise, the student will be

instructed to take his/her normal method home. Written permission is necessary for a student to leave with another student or adult. A telephone call is not acceptable.

If a parent is aware that a student must leave the building during the school day, a written request must be submitted to the office by the parent/guardian to the Principal stating the date, reason, time and anticipated time of return (if applicable). The student's parent/guardian must also come to the school office to sign the student out of the building. A student must be signed back in by the parent/guardian. A student may not sign himself/herself in or out of the building. A student will not be allowed to leave the building alone during school hours.

A student may not be released from school to anyone other than the parent/guardian without explicit written permission. This permission must be directed to the Principal, state the name of the person to whom the student is to be released, the date and time this person will report to the school office, and it must be dated and signed by the parent.

#### ILLNESS AT SCHOOL

The school nurse from the Towanda Area School District is in St. Agnes School for one half day a week. Medical screenings and examinations will be provided for all students as required by law.

If a student becomes ill at school, he/she should report to the office. Parents will be notified if their child becomes ill during the day. If deemed appropriate, the parent must pick up the child within a reasonable time frame (within one hour). If a parent or guardian cannot be reached, the person listed as the emergency contact will be called.

Any child showing signs of communicable illness will be excluded from school. No child suffering from acute conjunctivitis (pink eye), impetigo, scabies, ringworm, chicken pox or other contagious illness shall be permitted to attend school. Such exclusion is to continue until the physician's office or school nurse declares the child non-contagious. The school has the right to require the approval of a physician before a pupil is allowed to return to school.

Children should be kept home when any of the following symptoms are noted: an acute cold, swollen glands, sore throat, sores or rash on the skin, vomiting, diarrhea, persistent coughing, or an elevated temperature (above 100° F orally). A written excuse should be brought in when the child returns to school. If a written excuse is not received within three days, the absence will become illegal/unexcused.

Children are expected to participate in all school activities including recess and physical education when they are in attendance unless they have a note from a physician's office stating the specific conditions to be avoided and the reason. The only area where a child can be supervised inside during recess is in the lunch room.

## SCHOOL UNIFORM

The dress code for Kindergarten through sixth grade students at St. Agnes School is as follows:

### REQUIRED FOR GIRLS

- Jumpers and Skirts
- K - 3 plaid split jumper; 4 - 6 plaid skirt
    - knee length
    - purchased through the uniform company
- Blouses & Shirts
- plain, solid white, button-down oxford
  - plain, solid white polo shirt with a collar and at least two buttons
  - plain, solid white turtleneck
  - red "St. Agnes" polo shirt, purchased through the school
- Slacks
- full length navy blue or khaki classic cotton twill dress slacks
  - no external pocket flaps or zippers
  - grades 5 – 6: solid black or brown belt must be worn with belt loops
- Shorts & Skorts
- navy blue or khaki, knee length dress shorts- **may be worn during August, September, May and June only**
  - navy blue or khaki, knee length dress skorts - **may be worn during August, September, May and June only**
- Sweaters & Sweater Vests
- (it is optional if you wear a red St. Agnes sweater or sweater vest)
- no oversized or undersized sweater or vest
  - a plain red sweater or sweatshirt, or one with the "St. Agnes School" logo, may be worn during cold weather
- Shoes & Socks
- white, low-cut sneakers that tie or have velcro closure, penny loafers, or black or brown soft-sole dress shoe are acceptable
  - high heels, platforms, high-top or mid-cut shoes, jellies, or other plastic shoes, sandals, or boots of any style are unacceptable

- ballet flats and glittery shoes are unacceptable
- heels may be no more than one inch
- open-toe or open-heeled foot wear is unacceptable, including on dress down days
- ankle or knee-high red or white socks must be worn, or tights; low-cut sports socks are unacceptable

Hair

- must be neatly groomed
- no sculpted cuts
- dyes other than natural hair colors are unacceptable
- hats, scarves, or any type of headdress are unacceptable

Jewelry & Makeup

- one pair of earrings – may not protrude beyond earlobe
- no dangling earrings or hoops
- one religious pin or medal may be worn
- watches may be worn
- any other articles of jewelry are not allowed
- makeup and nail polish are not allowed

REQUIRED FOR BOYS

Slacks:

- full length navy blue or khaki classic cotton twill dress slacks
- no external pocket flaps or zippers
- grades 5 – 6: solid black or brown belt must be worn with belt loops

Shirts

- plain, solid white button-down oxford
- plain, solid white polo shirt with a collar and at least two buttons
- plain solid white turtleneck – must be worn with sweater or vest
- red “St. Agnes” polo shirt, purchased through the school

Shorts

- navy blue or khaki, knee-length dress shorts – **may be worn during August, September, May, and June only**

Sweaters & Sweater Vests

- (it is optional if you wear a red St. Agnes sweater or sweater vest)
- no oversized or undersized sweater or vest
  - a plain red sweater or sweatshirt, or one with the “St. Agnes School” logo, may be worn during cold weather

- Shoes and Socks
- black, low-cut sneakers that have tie or velcro closure, or black or brown soft-soled dress shoes
  - high-top or mid-cut shoes, sandals, canvas shoes, boots of any style are unacceptable
  - ankle length socks – dark colors or white; low-cut sports socks are unacceptable
- Hair
- must be neatly groomed
  - no hair cuts such as sculpted cuts or hair length beyond the shirt collar
  - dyes other than natural colors are unacceptable
  - hats, scarves, or headdress of any kind are unacceptable
- Jewelry
- watches and small religious medals may be worn

#### PHYSICAL EDUCATION ATTIRE

Girls and boys are to wear shorts, T-shirts and sneakers

- **NO PJ Bottoms or tank tops!**

#### ALL STUDENTS

1. All girls are required to have a least one plaid jumper or skirt. The red St. Agnes sweater or sweater vest is optional.
2. All boys are required to have one red tie to be worn on dress up days. The red St. Agnes sweater or sweater vest is optional.
3. All shirts and blouses must have short or long sleeves and must be completely tucked in.
4. No article of clothing should have a logo, except the school logo.
5. All students must come to school in dress code and leave in dress code. Do not bring a change of clothes for before and after school unless permission is granted for a special circumstance.
6. A note must be sent with the student if there is an emergency situation that arises which causes them to be out of dress code. A note after the fact is too late.

The first time a student is out of dress code he/she will receive a warning and will not wear that item again. The student will receive a detention for a second offense. The third violation of dress code will result in parents being

notified to bring proper clothing. The student will be held out of class and will work on school assignments in the office until proper attire is worn.

**THIS DRESS CODE IS SUBJECT TO CHANGE IF DEEMED NECESSARY. THE FINAL DECISION OF ACCEPTABILITY ON DRESS AND PERSONAL APPEARANCE IS RESERVED BY THE ADMINISTRATION.**

## **CAFETERIA**

Students may pack a lunch or purchase it at the school. St. Agnes School will provide a hot lunch program prepared on site by the Towanda Area School District personnel. Free and reduced lunches will be provided for qualifying families. The cost is \$ 2.25 for a lunch and \$ .40 for a reduced lunch. The cost of milk is \$ .50.

Each student is assigned a personal lunch account, which is debited when they purchase a lunch, milk, or extras. Parents may send in money to be deposited into their child(ren)'s account(s), and will receive a notice when the account has a negative balance. For ease of accounting, lunch money should be sent in on a weekly or monthly basis.

All food and drink is confined to the cafeteria. Students should be aware of their lunch arrangement at the start of each day. Parents are discouraged from bringing outside food during the school day. Students will be required to eat the school lunch if they are not provided with their own lunch by the start of the lunch period, which is from 11:00AM until 11:50AM.

Students are not permitted to leave the school grounds at lunch time or any other time during the day.

Recess is offered before lunch period for grades four through six, and after lunch for Pre-K through third grade. Only playground balls provided by the school are to be used on the playground.

## **CRISIS DRILL DIRECTIONS**

### TORNADO

#### Pre-K & Kindergarten

Proceed to the library and sit in a crouched position under the tables facing the walls

#### First Grade

Proceed to the first locker room in gym and sit in a crouched position

Second, Third, Fourth, Fifth & Sixth Grades

Proceed to the hallway outside the classrooms, sit in a crouched position facing the interior wall

Physical Education Class

Proceed to the locker room and sit in a crouched position

INTRUDER

**Lockdown, whether the intruder is armed or unarmed.**

Following an announcement over the intercom, all rooms are locked immediately. The lights must be on and the shades up. Students should lay on the floor away from the doorway. Do not open the door until directed by the office.

BOMB THREAT

Evacuate the building upon order. The Pre-K and Kindergarten students will be taken away from the building to the rectory. Grades one through six will proceed to the church. The secretary will take the key to open the church. The children will sit by grade with their teacher, who will take roll immediately. If the church or rectory are unavailable or are also in danger, students will proceed to the J. Andrew Morrow multi-purpose room via North Fourth Street.

*M*ISCELLANEOUS

BEFORE AND AFTER SCHOOL PROGRAMS (LATCHKEY/EXTENDED CARE)

St. Agnes School operates a before school and after school program, if numbers are sufficient to maintain them. The before school program **begins** at **7:00AM** and the **cost** is **\$4.00** per hour, rounded to the next half hour. The after school program is available **following the 2:45PM bell and bus dismissals through 5:15PM**, and the **cost** is **\$4.00** per hour, rounded to the next half hour. These programs are open only to St. Agnes students. Information about the program is available in the school office.

Children who walk home or are picked up by car in front of the school on Third Street, are supervised until such time as all are helped to safely cross the street to the vehicle of the one who is picking them up. Any child who has not been picked up prior to 2:50PM returns to the school with the one who is on duty, to stay in latchkey until the parent comes for them.

Latchkey will be available on days when there is a weather-related delay and on early dismissal days. Latchkey will not be available on inservice days or during school vacations.

#### BUS SERVICE/ TRANSPORTATION

Bus transportation can be arranged through all public school districts within the guidelines of the Commonwealth of Pennsylvania law and the Education department. Since transportation is provided by the public school district, students should abide by the rules and regulations for bus conduct established by that district. Failure to abide by these rules and regulations may result in restricted privileges and the loss of service. Discipline may be handled through the public district, however, the St. Agnes Principal is notified and further action may be taken.

Students are not allowed to ride buses other than their own unless an emergency situation arises and/or parents/guardians have notified the school and contacted the public district and drivers involved.

Written permission from parents is expected and must be handed to the homeroom teacher during homeroom period notifying the school if a bus rider is not going home on that student's designated bus. The note must be dated. Phone calls are not accepted as permission.

Students are expected to act in a respectful and proper manner at all times during school related transportation. Buses and other vehicles provided for student transportation are extensions of St. Agnes school and students are required to comply with the student discipline code at such times.

#### COMMUNICATIONS

Newsletters, flyers, and announcements are sent to parents by email. This is our main method of communication to your home. The weekly newsletter, as well as the school calendar and lunch menu, are posted on the school's website, [www.stagneselem.com](http://www.stagneselem.com). Confidential academic or discipline information, or information we need to guarantee you see, will be mailed directly to your home via the Post Office. If you feel you are not receiving information, please call the school office.

#### DISPENSING OF MEDICATION

Students who must take medications(s) during the school day must present all medications to the school nurse, or building Principal, with the following:

1. A written order from a physician is required for all prescription and non-prescription medications to be taken during school hours. Such orders must include the following

information: (a) student's name and date of birth, (b) diagnosis, (c) name of medication, (d) dosage and routine of administration, (e) self administration orders, if needed, (f) frequency and time of administration, (g) conditions under which medications should be administered and frequency, (h) date written, (i) prescriber's name, title, and signature, and (j) prescriber's phone number.

2. The parent must submit a written statement requesting administration of the medication in accordance with the physician's directions. Forms #508.1 and #508.2 for parents and physicians to complete may be obtained from the office.
  
3. All medication must be submitted by the parent to the office. Prescription medication must be in the original pharmacy container bearing the original pharmacy label. The pharmacy label must include (a) the student's name, (b) the name and phone number of the pharmacy, (c) the licensed prescriber's name, (d) the date and number of refills, (e) the name of the medication, and (g) the dosage, frequency of administration, and the directions for administration. Over-the-counter medications must be in the original manufacturer's package with the student's name affixed to the container.
  
4. Parents are responsible for immediately notifying the school of all changes in medication or dosage.
  
5. The school nurse is responsible for administering any necessary medication if on duty. Students should report to the office for administration of medication.

Do not send over-the-counter medications to school, i.e. cough drops, liquid cough and cold syrups, throat sprays, Tylenol, aspirin, etc., in a book bag. For safety reasons, such items will be taken from the child and can be picked up in the office by an adult.

#### INCLEMENT WEATHER- SCHOOL CLOSING

Should it become necessary to cancel school, there will be announcements made via the local media. Families will also receive an automated telephone call from the Towanda School District at the "home" telephone number listed on our forms.

If you are concerned about school closing, especially in inclement weather, listen to the local radio and TV stations. We rely on transportation from the public school districts. **IF THE TOWANDA DISTRICT IS ANNOUNCED AS BEING CLOSED, ST. AGNES IS CLOSED EVEN IF THE DISTRICT IN WHICH YOU RESIDE IS STILL**

**OPEN. IF THE TOWANDA DISTRICT IS ON A ONE OR TWO HOUR DELAY, ST. AGNES IS ON A ONE OR TWO HOUR DELAY EVEN IF YOUR DISTRICT IS STARTING ON TIME.** Listen to the radio to hear what delay is in effect for the public district in which you reside and for Towanda because that determines when your child will be picked up by the bus and when St. Agnes is responsible for his/her supervision. Latchkey is available beginning at 7AM on days when there is a delayed school opening.

If there is an early emergency dismissal due to inclement weather, or any other reason, students who walk will be dismissed when Towanda is dismissed. Students who are car riders will be dismissed when their parents/guardians come to pick them up. The parent/guardian must sign them out at the office because they are leaving school under early dismissal conditions. This also allows us to check that each student left with the appropriate adult. Bus students will be dismissed as each school bus arrives at the school. No student is to leave the school until dismissed.

#### LOCKERS

Students in grades two through six are assigned lockers on a yearly basis. Lockers are school property temporarily provided to the student to store necessary school supplies and personal items such as coats. Lockers are not locked unless circumstances warrant that necessity. St. Agnes is a school community which trusts its members. It is recommended, however, that students leave valuables and any sums of money at the office before school and claim them at the end of the school day rather than store them in your locker.

Students should have not expectations of privacy with respect to any item stored within the school locker. The school expressly reserves the right to conduct a search of any locker on school premises at any time it deems necessary, with or without reasonable suspicion that a school rule is being violated. Each student expressly grants to the school the right to conduct a search of his/her assigned locker at any time without prior notice or consent as a condition of enrollment. If such a search discloses any evidence indicating a violation of a school rule, it may be used in connection with the imposition of a disciplinary penalty, and/or police notification.

#### PARTIES

Parties are planned for the following days: Halloween, Christmas and Valentine's Day. They are scheduled for the last hour of the day, or the last hour prior to early dismissal.

Parties are arranged by "room mothers". Please do not send in refreshments unless the room mother has contacted you.

If you wish to send an edible treat for your child's birthday, please make arrangements with your child's teacher before that date. Please leave the treat with the school secretary if you are not staying for the party. In an effort to preserve

the instructional day, parents will not be permitted to distribute treats in the classroom. The teacher and/or parent will recognize the child's special day and distribute the treat the last period of the school day.

#### PERSONAL PROPERTY

Students are personally responsible for their own books, clothing and other personal property. Books should be covered and books and other personal items should be clearly marked with the students' name.

Do not bring toys, games, or dolls to school. The teacher of those classes who have "show and tell" will advise you about what you should and should not send to school. It is never wise to send expensive toys, collections, or family heirlooms to school. The school will not be held responsible for lost, stolen, or broken items.

#### PRE-K & KINDERGARTEN SNACKS

There will be a snack fee of \$30 per year for each five-day Pre-K student and each Kindergarten student. The fee will be collected at the beginning of the school year. It will not be included in the yearly tuition cost or billed through FACTS Tuition Management Company. The fee for each three-day Pre-K student will be \$20 per year; the fee for each two-day Pre-K student will be \$15 per year.

#### SCHOOL SUPPLIES

A list of items requested by the teacher for attendance in that class is sent home during the summer months. Any student who does not receive a list before school reopens in August should request one from the school office.

#### VISITORS

In order to protect your children to the highest degree possible while they are in school, St. Agnes will implement a system that identifies visitors in the building by requiring any visitor/volunteer to sign in and secure a pin-on tag, and a system to verify that any child leaving the building has been properly signed out at the office by an adult who is authorized to take the child from school. All entry doors will be locked. Access to the school will be through the front door only. This door is opened automatically from the office, only after the visitor has pushed a buzzer and has been properly identified. Visitors will not be permitted on the playground due to liability issues and clearances. Thank you for your cooperation.

#### PTG

Parents/guardians of students enrolled at St. Agnes School, administrative staff, and teachers are automatically considered members in this organization. The object of the organization is to unite these members into a force that will work to enhance and support the school's academic and social programs. It is understood that monetary gain is not the

primary function of this group, but fundraising will be entertained and implemented to offer well-planned programs to promote the goals of the school. Upcoming meetings will be announced in the school newsletter, and parent attendance is welcome and encouraged.

## *FACULTY, STAFF & VOLUNTEERS*

PRINCIPAL: Chad Shrawder

FACULTY:

Holly Bradley	Pre-K 3
Rebecca Basse	Pre-K 4
Kreshel Hakes	Kindergarten
Kelly Wilhelm	1 <sup>st</sup> Grade
Jacquelyn Blade	2 <sup>nd</sup> Grade; Pre-K 3- 6 <sup>th</sup> Grade Music
Cheryl Snyder	3 <sup>rd</sup> Grade
Theresa Knapp	4 <sup>th</sup> Grade Homeroom; 4 <sup>th</sup> Grade Science, Social Studies, Math & Religion; 5 <sup>th</sup> & 6 <sup>th</sup> Grade Science; 5 <sup>th</sup> Grade Babysitting; 6 <sup>th</sup> Grade CPR; Pre-K 4 Tech
Alicia Marrone	5 <sup>th</sup> Grade Homeroom; 5 <sup>th</sup> & 6 <sup>th</sup> Grade Math, Religion & Social Studies
Stacie Cox	6 <sup>th</sup> Grade Homeroom; 4 <sup>th</sup> - 6 <sup>th</sup> Grade English, Reading & Vocabulary (with emphasis on Writing)
Ann Segar	Kindergarten - 6 <sup>th</sup> Grade Tech; Pre-K 3 - 6 <sup>th</sup> Grade Gym; 4 <sup>th</sup> - 6 <sup>th</sup> Grade Health

STAFF:

Jessica Bundle	Administrative Assistant
Clarence Bradley	Maintenance

OTHER  
PERSONNEL:

Jackie Vanderpool	School Nurse (Towanda Area School District)
Sonia Huff	Spanish Instruction Volunteer, Kindergarten-4 <sup>th</sup> Grade
Marissa Barnett	Pre-K 3 Classroom Aide
April Romano	Pre-K 4 Classroom Aide
Elizabeth Weinman	Kindergarten- 6 <sup>th</sup> Grade Art; Pre-K 3- 3 <sup>rd</sup> Grade Library
Barbara Sensenig	Latchkey Aide
Lynn Rogers	Latchkey Aide
Missy Fiske	Cafeteria Manager (Towanda Area School District)