

September 2009

Dear Parents:

Each year the faculty and I review our Parent-Student Handbook of Policies and Procedures in order to determine that we are faithful to the existing policies and/or to make the necessary changes.

I will continue to share with you and update you as to the existing policies and procedures at the monthly HSA meetings. I am always open to considering your opinions and suggestions.

The task of educating and forming children at their earliest stages of formal learning is awesome. How wonderful it is that you have chosen to educate your children in a God centered environment. We are grateful for your trust. It indeed will be God who is our support and guide.

Sincerely in Christ,

Sr. Claire Ouimet, MPF.
Principal

A MESSAGE FROM THE PASTOR

Dear Parents,

It is a wonderful joy to welcome all of you to a new academic year at St. Agnes School—a community of learning. We are truly blessed to have parents who desire the very best for their children. And all of us: Sister Claire Ouimet, our wonderful faculty and support staff, the multitude of volunteers and benefactors, Fr. Nuno Rocha and I share your desire and are dedicated to providing an academic environment second to none!

Your children will learn social studies and math and science; they will also learn (as they do at home) to respect each other, to help others and to love others as Christ Loves them. On the playground, in the classroom and gathered in church for prayer and Eucharist, our students will learn as they mature and expand their dreams.

May the Lord bless our common endeavor and all the members of our school community.

Yours sincerely in the Lord,

Rev. Dennis J. Cohan
Pastor

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SCHOOL MISSION STATEMENT

Saint Agnes School in Clark, New Jersey, strives to be a listening, worshipping, servicing, loving community proclaiming the word of God by word and deed; to be a community offering guidance and direction to the young, so that they may grow to be active living examples of the Lord's teachings to each other, the parish and the wider community.

To achieve the above the following two goals will be developed with measurable objectives:

1. To provide a spiritual education and environment that enables our children to formulate moral decisions according to the message of Jesus Christ.
2. To provide a strong academic foundation for intellectual growth and to encourage the acquisition of knowledge.

PHILOSOPHY OF SAINT AGNES SCHOOL

Saint Agnes School in Clark, New Jersey, is a community of faith that strives to provide a Catholic centered educational environment for its students. Saint Agnes School endeavors to make Christ known and to instill in its students a desire to follow Christ by living Christian values. Our community of faith consists of priests, religious, teachers, parents, and students.

The academic purpose of Saint Agnes School is to achieve a wholesome balance among the spiritual, intellectual, physical, social, and personal attributes of the individual child. We endeavor to encourage each child to reach his/her full potential and to develop a genuine love for the acquisition of knowledge. A congenial and family-like atmosphere pervades Saint Agnes School. A reasonable level of competition is regarded as healthy, yet students are expected to be mutually supportive and understanding of each other's differences.

The administrator, in conjunction with the faculty, clarifies, coordinates, and updates the educational school programs to insure the implementation of curricula as formulated by the Archdiocese of Newark. Policy regarding the overall operations of the school is in accordance with Archdiocesan regulations. The curriculum of Saint Agnes School is designed to provide a firm foundation in basic skills and to meet physical, cultural, and academic needs of the individual student. The curriculum is in accordance with both state and national standards.

The faculty of Saint Agnes School is composed of degreed and certified teachers. Teachers are viewed as Christian role models, directors of the educational process, and prime motivators for their students. Periodic supervision and evaluation of faculty are conducted during the school year. The relationship among faculty members is always professional and friendly. Teachers and support staff continually interact and are mutually supportive, working together for the benefit of the students.

Student-Teacher relationships are based on trust. Teachers strive for a caring and accepting relationship with students. Teachers guide students in recognizing and respecting authority. They lead students to make good decisions so that they may grow to be conscientious citizens of their country and of the world. An open line of communication exists between teachers and parents. Parents are recognized as the primary educators of their children. For this reason teachers seek to work together with parents to educate their children.

We at Saint Agnes School, encourage a love for others by providing a mutually supportive and caring environment. We teach Christian values as a way of life, with God ever present in our world today.

ROLE OF PARENTS

“While it was relatively easy in more stable times for parent to educate their children and transmit their values to them, the immense complexity of today’s society makes this a truly awesome task. Without forgetting, then, that parents are the “first to communicate the faith to their children and to educate them,” the Christian community must make a generous effort today to help them fulfill their duty.”

-To Teach As Jesus Did

The community of Saint Agnes will strive to assist parents in the education of their children. However, parents are the prime educators of their children and must weigh seriously their obligation to educate their children in an atmosphere which teaches community, doctrine, and service. To accept the role of parent-teacher team, parents can be of great assistance to Saint Agnes School in maintaining, quality Catholic education by:

1. Assisting the student in his/her academic and moral development by reviewing the report card carefully, by supervising home study, by cooperating with the school in **ALL** regulations, activities and recreation.
2. Participating wholeheartedly as a member of the Home-School Association.
3. Trying to discover the student’s interest and talents so they may be developed in cooperation with the classroom teacher.
4. Recognizing that the teacher takes the place of the parent while the students are in school.
5. Teaching and explaining to the children respect for law, for authority, for the rights of others and for public and private property.
6. Insisting on prompt regular school attendance and complying with attendance rules and procedures.
7. Making an effort to attend individual and group parent-teacher conferences.
8. Working with the school in a cooperative effort to carry out recommendations made in the best interest of the students.
9. Parental participation in Sacramental programs is essential.

ROLE OF STUDENTS

“Begin with little things and do not expect to accomplish anything without an effort.”

-Theodore Roosevelt

No one can accomplish anything without effort. Trying is essential to all here in our community of Saint Agnes School/Parish.

What is expected of the students of Saint Agnes School? Boys and girls who, through the assistance of parents, teachers, administrator, and priests, develop their individual capabilities to their fullest potential, are thus readying themselves to be better fitted for the world of today and world of tomorrow.

Students of Saint Agnes School should:

1. Make a sincere effort to do the best in all endeavors.
2. Accept responsibility for **ALL** their actions.
3. Develop personal standards of conduct befitting Christian boys and girls.
4. Respect themselves and others.
5. Obey all school rules and regulations and help maintain school property and school order.
6. Strive to realize a healthy self-image, which will lead to a well-adjusted life in school as well as at home.
7. Recognize that the teacher in school takes the place of the parent and **MUST** be respected.
8. Be particular of personal appearance; have pride in themselves and in their work.
9. Use their God-given talents to the utmost for spiritual, mental, social, and physical growth.
10. Be able to help others to grow spiritually, mentally, socially and physically.

ADMISSION - REGISTRATION POLICIES

The following is the procedure for registration and admission to Saint Agnes School:

1. Registered Parishioners, using envelopes with siblings already in school.
2. Registered Parishioners using envelopes.
3. Non-parishioner.
4. Children registering for Kindergarten **ARE TO** be five years of age by October 1st.
5. All registrants **ARE TO** present birth and Baptismal certificate and social security card. All dates for all sacraments must be complete.
6. Students registering for an upper grade **ARE TO** present a copy of the latest report card and the former school will be contacted before acceptance into St. Agnes. Also, these students will be on both academic and behavioral probation for the first marking period.
7. All registrants must present the following Health Records as required by the State Law of New Jersey:
 - DPT** A minimum of 4 doses of DPT vaccine is required. One dose must have been administered on or after the fourth birthday.
 - *Tdap** Any child born after January 1, 1997, and enrolled in Grade 6 or above, will be required to receive a booster dose.
 - POLIO** A minimum of 4 doses of oral or inactivated polio vaccine is required.
 - MMR** Measles, Mumps, and Rubella: A minimum of 2 doses is required, provided both doses are given on or after the child's first birthday.
 - MANTOUX** For Tuberculosis given after the child's first birthday.
 - HEPATITIS B** Every child born on or after 1/1/96 shall have three doses of Hepatitis B virus vaccine. Every child entering into kindergarten and first grades shall have received three doses of Hepatitis B virus vaccine appropriately spaced in accordance with 8:13-4.16. Every child born on or after 1/1/90 and entering sixth grade shall have received three doses of Hepatitis B vaccine.
 - VARICELLA** One dose given on or after the first birthday or proof of disease immunity by a doctor is required.
 - HAEMOPHILUS B (Hib)** 3 doses with booster.
 - *MENINGOCCAL** Any child born after January 1, 1997, and enrolled in Grade 6 or above, will be required to receive 1 dose vaccine (as Menactra). This applies to students when they turn 11 years and attending Grade 6.
 - *PNEUMOCOCCAL CONJUGATE VACCINE (PCV)** Every child 12 months through 59 months of age enrolled in/attending preschool or childcare center on or after September 1, 2008 shall have received at least one dose of PCV on or after their first birthday. (Prevnar)
 - *INFLUENZA VACCINE** Children six months through 59 months of age attending childcare or preschool on or after September 1, 2008, shall receive at least one dose of influenza vaccine between September 1 and December 31 each year.
8. A non-refundable \$100 registration fee is required upon registration.
9. Kindergartners and new students entering other grades are required to have a complete physical and dental examination by August 15th and the forms provided for this at the time of registration must be completely filled out and returned to the School Office.
10. Parents who join the parish to obtain parish tuition rate must be a registered, contributing parishioner for one year before being eligible.

11. Saint Agnes School admits no discrimination with regard to race, color, national origin or ethnic background in determining eligibility for admission.

***NEWLY AMENDED IMMUNIZATION REGULATION IS EFFECTIVE SEPTEMBER 2008.**

Proof Required by State Law:

Doctor's certificate, Health Department Record or School Health Record on official stationery is satisfactory proof.

HEALTH REGULATIONS AND SERVICES

All regulations in accordance with the State of New Jersey Health Department **MUST** be observed. Health Records will be kept up-to-date by the school nurse. Please cooperate with the school nurse when necessary information is requested. If pertinent information is not presented within a reasonable time, the child will be **excluded** from school until such data is procured.

Information pertaining to physical examinations and various health testing is submitted to the parents by the school nurse. Parental consent is required for the physical examinations and some testing. Referral slips will be sent to the parents containing any recommendations made by the school physician/nurse.

Physical or dental appointments are not to be made during school hours unless there is no other possibility.

If a child becomes ill or injured during school hours, every effort will be made to notify you or the person whose name and phone number are listed on the Emergency Procedure Form. This form is sent to you at the beginning of the school year for completion and will be kept on file in the Main Office. Please do not list the names of persons who are working and who cannot be easily reached.

No child will be sent home from school unless he/she is accompanied by parents or a person authorized by parents.

If a child is ill, **please keep him/her home until fully recovered**. The school does not have the facilities or personnel to care for children who cannot go outdoors at lunchtime or for their normal school activities.

In case of hospitalization or contagious illness, please notify the Principal at once. Also, if a child has any particular health problem or allergy, be sure to notify the principal and/or the school nurse so that this may be recorded on the child's health record.

The following **MUST BE FOLLOWED** for your child to return to school:

Strep Throat: Fever free and on medication for 24 hours and a note from the physician stating that the child is not contagious and may return to school.

Conjunctivitis (Pink Eye): On medication for 24 hours and a note from the physician stating that the child is not contagious and may return to school. Discharge from the eyes must **NOT** be present.

Cold: Child must be fever free for 24 hours.

Lice: The child must have had a treatment with a special lice shampoo and scalp and hair must be nit free.

Impetigo, Ringworm, Scabies: The child must be on medication for 24 hours and present a note from the physician stating that the child is not contagious and may return to school.

Accidents: If an injury occurs over the weekend, seek medical help at the time. **DO NOT** wait until Monday for the nurse or first aid persons to evaluate the injury. The office is not equipped to diagnose or prescribe treatment; that should be done by a medical doctor.

Children will be sent home from school if these regulations are not followed.

The following is the procedure followed for an ill student:

1. The child's temperature is taken.
2. The child's color and appearance are evaluated.
3. Notification to parents or guardian that the child is sick and should go home is made.
4. If unable to reach parent/guardian, persons listed on the emergency form will be notified.
5. The parent or person taking the student home must sign out in the office.
6. The child is not permitted to walk or take a taxi home alone.

MEDICATION POLICY

No medication may be given to a student either by a nurse or any individual on staff without:

1. A written order from the physician.
2. A note from the parent giving permission for the medicine to be administered.
3. The medication must be in a clearly labeled and identified pharmacy container.
4. If medication is a non-prescription drug, we need a note from the doctor as well as the parent giving permission to give this medication.

**APPROPRIATE PERMISSION FORMS FOR MEDICATION CAN BE
FOUND AT THE END OF THE HANDBOOK.**

YOUR COOPERATION IN THESE MATTERS IS GREATLY APPRECIATED.

POLICY ON ADMINISTRATION OF EPINEPHRINE

As permitted by New Jersey law, the School shall follow the orders of a physician or advanced practice nurse for emergency administration of epinephrine via epi-pen for anaphylaxis.

Parents/Guardians Authorization and Agreements regarding Liability

Written authorization for administration of the epi-pen must be received from the parent or guardian of the Student. The parents/guardians of the Student shall be notified that upon administration of the epi-pen in accordance with procedure below as provided by law, the school and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the Student. The parents/guardians of the Student shall indemnify and hold harmless the School and its employees or agents for any such injury, as provide by law.

Administration of the Epi-Pen by the School

The School nurse shall have primary responsibility for administration of the epi-pen. In the absence of the School nurse, another School employee designated and trained in administration of the epi-pen by the School nurse pursuant to New Jersey law - may administer the epi-pen.

PHYSICAL FOR PARTICIPATION IN SPORTS

Students who will be participating in the Sports Program here at Saint Agnes School will be expected to get a yearly physical. Forms will be sent home by the Sports Committee stating when they are due. Failure to have these forms in by the date required will eliminate your son/daughter from participating in any sports.

INSURANCE

Student Insurance is provided by the school through the Bollinger Insurance Company. Any accident must be reported to the school authorities. Parents must request accident report forms from the school secretary.

TRANSFER PROCEDURES

Parents of students transferring to another school **MUST** notify the Principal in advance of the date of transfer. The following information should be given at that time:

1. Name and grade of the student.
2. Birth date of student.
3. Reason for transfer.
4. New address, if applicable.
5. Name, address (including zip code) of new school the child will attend.
6. Last date on which child will attend St. Agnes School.

Note: Upon receipt of the above information, the records will be forwarded immediately to the new school provided **ALL TUITION AND FEES ARE UP-TO-DATE.**

SCHOOL HOURS

Assembly Bell	Grades K-8	8:00 a.m.
Assembly/Prayers	Grades 6-8	8:00-8:10 a.m.
	Grades K-5	8:10-8:30 a.m.
Lunch Periods	Grades 5-8	11:30-12:05 p.m.
	Grades K-4	12:05-12:40 p.m.
Dismissal		2:30 p.m.

Faculty meetings are held once a month on the first or second Friday unless otherwise noted on the calendar. Therefore, there will be a 12:00 dismissal on these days.

In-service or teacher workshops are announced in advance and parents are notified by the monthly newsletter, memos and announcements.

ATTENDANCE

Every parent has the responsibility of making certain that their child attend school everyday. Regular attendance and punctuality are of great importance to the student if he/she desires to attain good scholarship.

Parents of absentees must call the school office 732-381-0850 before 8:00 a.m. to report the reason for the child's absence and request homework.

When the student returns to school after an absence, he/she **MUST** present to the class teacher a note signed by parents or guardian, stating the reason and the length of the absence. These notes must be kept on file, and therefore, they should be carefully written on regular correspondence stationary. The writing of this note is the responsibility of the parent.

If a child is absent for **five days or more,** he/she **MUST** present a doctor's note before re-entering class. These notes are kept on file in the office. If a student comes in with no note from the doctor, he/she will stay in the nurse's office until a parent comes to take him/her home or brings a note.

Excessive absenteeism, (16 days annually) unless for serious medical reasons, can possibly mean retention in a grade.

VACATIONS WHEN SCHOOL IS IN SESSION ARE NOT RECOMMENDED.

When vacations are taken during regular school days, schoolwork and or assignments will not be given in advance. All class work and tests are to be made up when the child returns.

TARDINESS

Every student is expected to be punctual. A student who is tardy **MUST** report to the Main Office in order to obtain an admittance slip to class.

Absenteeism and tardiness are marked on the permanent record of the student.

LATE ARRIVALS WILL DENY A STUDENT A PERFECT ATTENDANCE RECORD

RELIGIOUS EDUCATION AND SERVICE

The non-Catholic student is welcome at St. Agnes School. The non-Catholic parent is expected to understand and agree that the School exists to educate in the framework of Catholic values. Non-Catholic students must participate in the Religion classes and liturgical services scheduled for students during the school year. However, in keeping with the tradition of the Catholic Church, non-Catholics may not come forward to receive Holy Communion.

DISCIPLINE

The essence of Christian Discipline is self-discipline. Students need to realize that the observance of rules brings happiness to themselves and to others. Parents and students should be aware that authority is necessary to promote spiritual and mental growth and to develop a sense of responsibility.

ALL school rules and regulations aim to safeguard the liberties of students rather than curb them.

DISCIPLINE POLICY

Conduct Referrals or Detention Slips will be issued for any infractions of school rules; namely,

1. Direct disobedience to any person involved in the educative process.
2. Disregard of school rules and policies. (Missing assignments/projects)
3. Use of foul language in or around the school area.
4. Disregard of the dress code.
5. Improper behavior at any time—playground, class, cafeteria, hall, etc.
6. Gum chewing and candy on school premises.
7. Continued tardiness will result in a direct notification of the parents.

TELEPHONE

Use of cellular phones during school hours is prohibited. If a parent deems it necessary that their child bring a cell phone to school, it is to be left in his/her back pack. If it is visible, it will be taken to the Principal and returned at the close of the school day.

ELECTRONIC GAMES

Game Boys are not permitted in school with the exception of After Care children who may use them after school.

DETENTION

Detention will be after school for half an hour on the days designated by the teacher issuing the detention.

Parents will receive a pink detention notice, which **MUST** be signed and returned to the person monitoring the detention session, who will then turn them in to the principal who will note the detention as being kept.

Failure to attend the assigned detention will result in another being given.

NO ONE will be excused from detention except by the principal who has received a note from the parent(s), at which time an alternate date will be assigned.

AT NO TIME will anyone be excused for extra-curricular activities.

DETENTION PROCEDURES

Detentions will be issued in Grades K-8 for the following infractions of the school policies.

1. Failure to comply with the school dress code.
2. Excessive tardiness.
3. Failure to complete assignments and/or for coming to school without assigned books or projects.
4. Conduct which is deemed inappropriate for a Catholic School Student.

Warnings will be issued appropriate to the grade level.

MIDDLE SCHOOL DETENTION AND DISCIPLINARY POLICIES - See Appendix

RETENTION POLICY

Any student who does not successfully complete the required curriculum for their grade, will be asked to repeat that grade. However, in grades six to eight, the parents will be requested to transfer the student.

In grades 6-8 unsuccessful completions is defined as failing two or more major subjects for the year.

In grades K-5 the child's level of maturation will be considered in conjunction with a parent conference.

In grades 1-7, if one major subject is failed for the year, attendance at a certified summer school program, with proof of successful completion OR proof of private tutoring will be required for advancement.

SUSPENSION AND EXPULSION

Conduct which constitutes good cause for suspension of a student includes **but is not limited to** the following:

1. Continued and willful disobedience.
2. Open defiance of the authority of any teacher or person having authority over him.
3. Conduct of such character as to constitute a continuing danger to the physical well being of other people.
4. Repeated disruptions in the class.

Repeated incidents of the above conduct may result in expulsion.

The following are cause for immediate expulsion:

1. Physical assault on another pupil or upon any teacher or other school employee or volunteer.
2. Taking, or attempting to take, personal property or money from another pupil or from his presence, by means of force or fear.
3. Willfully causing, or attempting to cause, substantial damage to school property.
4. Participation in an unauthorized occupancy by any group of pupils or others of any part of any school or other building owned by [the parish] and failure to leave such school or other facility promptly after having been directed to do so by the principal or other person then in charge of such building or facility.
5. Incitement which is intended to and does result in unauthorized occupation by any groups of pupils or others of any part of the school or other [parish] owned facility.
6. Incitement, which is intended to and does result in truancy by other pupils. (¹,²)

Three school suspensions may result in expulsion. The use of drugs or alcohol on school property or on school sponsored trips or activities will result in expulsion.

¹ N.J.S.A. 18A:37-

² Martinez, Robert P. and William J. Zaino, Basic School Law (Trenton, NJ: NJ School Boards Assoc. 1973) pp. 47-48

BULLYING AND HARASSMENT

All students, staff, and volunteers are entitled to respect and personal safety. Verbal abuse, name calling, or cyber harassment is unacceptable. In addition, physical harassment will not be tolerated and will be dealt with in accordance with the Archdiocesan Policy. If any student experiences bullying, harassment, or feels threatened in any way, he/she is to report this to the Principal immediately.

CAFETERIA RULES

Proper behavior and eating habits are expected of all children in the school cafeteria as well as at lunchtime in the classrooms on Mondays and Tuesdays.

At all times, the children should be seated when eating, not walking around with food, should clean up their places and dispose of garbage properly.

With special reference to the Cafeteria the following are to be followed.

1. Coming in and standing on line in an orderly fashion.
2. Not leaving the cafeteria before 15 minutes of the lunch period is completed. If a child needs to use the bathroom, he/she must ask the principal or parent volunteer.
3. Leaving to go outside at all times by the School exits.
4. Not taking food, etc. out onto the playground.
5. No standing while eating.
6. Running or throwing anything is not allowed.
7. Cleaning up their places, including the floor if they drop anything.
8. Only using the bathrooms near the boiler room.
9. On days that they must stay in during lunch, the children will remain in the cafeteria until their classroom teacher comes for them. They shall remain in an orderly fashion at all times.
10. Not going back to the classroom for anything.

Any disregard for the above will result in a detention.

EXTRA-CURRICULAR ACTIVITIES

Students participating in extra-curricular activities such as baseball, basketball, softball, volleyball, track, cheerleading, Student Council, etc., must maintain acceptable conduct and should be working to their individual academic potential. If a student receives a U in conduct, the student should be taken off of any extra-curricular activity. If a student receives an I in conduct, the student should be placed on probation. Notice of this will be given to the coaches and the parents from the principal.

DRESS CODE

Uniforms are worn by all children and purchased from the school. It is the responsibility of the students to see that they are in the appropriate uniform. **No exceptions to the uniform dress code can be given except by the Principal.**

GIRLS:

Grades K-5 Maroon plaid jumper, white short or long-sleeve golf shirt, and maroon knee socks.

Grades 6-8 Maroon plaid skirt/kilt, maroon short or long-sleeve golf shirt, and maroon knee socks.

Shoes for all girls should be a closed tied oxford type or dress loafer. Open backs, etc.; do not provide the necessary support. **Fashion fads will not be allowed.**

Optional: Khaki dress slacks can be worn in place of the jumper or skirt October through March. Also, maroon or white tights may be worn on cold days under the knee socks.

The wearing of make-up is **NOT** permitted in school.

Clear or light colored nail polish and the wearing of small earrings are permitted when the uniform is worn. No body piercing is permitted other than earrings. Excessive jewelry is not appropriate.

BOYS:

Grades K-8 Khaki slacks, maroon knit shirt, short or long sleeve, and belt.

Shoes for all boys should be a closed tied oxford type or dress loafer. Again, fashion fads are not allowed.

The wearing of earrings is **NOT** permitted while in uniform. No body piercing is permitted other than earrings.

Hair grooming should be appropriate and conducive to the atmosphere of a Catholic school.

SWEATERS:

If either boys or girls wear a sweater, it **MUST BE A MAROON SCHOOL SWEATER.**

SUMMER UNIFORM GUIDELINE

1. Khaki Walking Shorts and *Maroon Golf Shirts are permitted from April 1st to October 1st. (*K-5 Girls may wear White golf shirts with the Khaki walking shorts.)
2. Ankle socks or knee socks are permitted in MAROON or WHITE.
3. Belts - are OPTIONAL.
4. School Shoes are required (**SNEAKERS ARE NOT PERMITTED**).

Children who have not purchased the summer uniform must follow the HOT WEATHER UNIFORM directions as stated below.

If the temperature is forecasted to go over 85 degrees, the school uniform for that day will be the school gym shorts and T-shirt with sneakers and white socks. Please be aware that the regular school uniform may be worn.

GYM DAYS

GRADES K-8:

On gym days the UNIFORM OF THE DAY will be the T-shirt and shorts with white socks and predominantly white sneakers.

In cooler weather conditions sweats may be worn over the T-shirt and shorts.

WE RESERVE THE RIGHT TO NOTIFY PARENTS IF A STUDENT DOES NOT MEET OUR REQUIREMENTS OF STANDARDS FOR HYGIENE AND PERSONAL APPEARANCE.

HOMEWORK

Homework assignments are essential for the full scholastic development of each student. The amount of homework assigned varies according to the grade level.

The purpose of homework assignments is to solidify and integrate what has been taught in the classroom and also to teach the student a sense of personal responsibility and accomplishment.

At all times in grades 6 to 8, homework is the responsibility of the student.

The help parents can offer is most beneficial to each child. Here are a few simple points to keep in mind:

1. Provide favorable home conditions conducive to study. The TV, IPOD, cell phone, or other distractions are detriments to concentration.
2. Try to establish a set time and place for homework.
3. **DO NOT DO THE HOMEWORK** - Give assistance, illustrations, and suggestions.
4. Encourage proper use of time, completion of assignments in one sitting, and checking of work to see if it is properly and neatly completed.
5. See that homework assignments are brought home every day.
6. **DO NOT MAKE EXCUSES** for neglect of homework.
7. Academic Guidelines **MUST** be followed.

The following time allotments are suggested for homework, but are dependent upon the individual student's ability, etc. These time allotments include both written and studied assignments.

Kindergarten	As Assigned
Grades 1 and 2	30 - 45 minutes
Grades 3, 4 and 5	60 - 90 minutes
Grades 6, 7, and 8	120 minutes or more if necessary

Remember good study habits are developed early in a child's education.

TESTING

Each child in the school takes part in a testing program throughout the year.

Terra Nova Testing is given in grades K-8 in the Spring.

The school also has the services of the Union County Educational Service Commission for Comprehensive Education, Speech and Child Study Evaluations. If you feel your child needs any of these services, please contact the principal.

Final examinations are given in grades 6, 7, and 8 to help the students to synthesize what they have learned. Also, this will be good practice for the future in higher education.

Students in grade 5 also take ACRE I and students in grade 8 take ACRE II. These tests offer us an opportunity to study the religious development of the children and the effectiveness of our religious education program.

REPORT CARDS AND GRADING

Report cards are distributed at the end of each Trimester. The report cards provide both the teacher and the parent with information that will assist the child in overcoming difficulties and gaining as much success as he/she can in each of his/her school subjects. Although a report card is an important communicator of a child's progress, it is important to remember that a really concerned parent will turn to the teacher if there is a reason to question a child's academic, behavioral or social progress.

In Kindergarten, the report cards will be given at the end of each Trimester. A parent-teacher conference is held in late October or early November. The students will receive the following grades:

- S - Secure
- D - Developing
- N - Not Yet

INTERIM REPORTS

Midway through each Trimester, the faculty will send out Interim Reports for each student. A copy of the Interim Report is retained by the teacher and another is placed in the student's permanent record file. Interim Reports **MUST** be signed and returned to the teacher within one week. Failure to do so will warrant a phone call to the parent by the teacher.

CONFERENCES AND APPOINTMENTS

Mutual understanding and cooperation between the home and the school is of vital importance in the development of your children. To bring about the desired home-school relationship, formal parent-teacher conferences will be held during the year. You will be notified as to the date.

Conferences with the teacher provide the parents with the opportunity for developing a true insight into the school and the problems the child faces. It give the parents a change to see what is going on in school and why. It provides as opportunity to acquaint them more fully with the formal aspect of the child's, education.

In addition, the following procedures are suggested to insure the desired home-school relationship:

1. When in doubt of some school regulation or policy, contact the school to clarify the issue.
2. If you desire additional conferences with any teacher or with the principal, contact the school office by phone or written request for an appointment.
3. In the best interest of all, **ALL VISITORS (THIS INCLUDES PARENTS) MUST REPORT TO THE MAIN OFFICE, SIGN IN AND RECEIVE A VISITOR'S PASS. NO TEACHER WILL MEET WITH A PARENT BEFORE, DURING OR AFTER SCHOOL UNLESS A VISITOR'S PASS IS PRESENTED.**

HONOR ROLL

At the end of each trimester, students in Grades 4 through 8 are eligible for the HONOR ROLL. Students qualify based on academic achievement and effort.

- ❖ Special Subject Areas include:
Art, Technology, Health, Music, Physical Education, and Introduction to World Language.
- ❖ Personal Development must be S (Satisfactory) regardless of Honor Roll category.

PRINCIPAL'S HONOR ROLL

All Academic Grades: A+
Subcategories: Strength (+) and Satisfactory (✓)
Written Communication: 5 or higher

Special Subject Areas: Satisfactory (S) or better

HIGH HONOR ROLL

All Academic Grades: A
Subcategories: Strength (+) and Satisfactory (✓)
Written Communication: 4 or higher

Special Subject Areas: Satisfactory (S) or better

HONORS HONOR ROLL

All Academic Grades: B+
Subcategories: Strength (+) and Satisfactory (✓)
Written Communication: 4 or higher

Special Subject Areas: Satisfactory (S) or better

TEXTBOOKS - SCHOOL MATERIALS

Children are required to have books covered at all times. Book bags (back packs) are required so that books and school materials will be kept in good order.

If textbooks or workbooks are lost, torn or defaced, payment must be made for replacement. This applies particularly to the textbooks that we receive under the New Jersey State Textbook Loan.

Damage to other school materials, such as calculators, computers and all audio visual equipment, will also mean that payment must be made for replacement.

SCHOOL ADVISORY BOARD

The New model presently being formed is recommended by the National Catholic Boards of Education.

HOME-SCHOOL ASSOCIATION

The Association is an organization of parents and teachers, which meets five times a year with the principal and parochial vicar. Through its dues of \$20.00 per family, per annum and its sponsorship of various fundraisers, it helps with the school budget and provides a means of communication between the school and the home. In addition, the Home-School Association awards two annual scholarships of \$750 based on academic ability to the two highest graduates who will continue on in Catholic High School.

FATHER DENIS J. WHELAN MEMORIAL SCHOLARSHIP

Upon the death of the founding pastor of Saint Agnes, Rev. Denis J. Whelan, a Memorial Scholarship was established. Each year a scholarship in the amount of \$1000 is awarded based on financial need to a student going on to Catholic high school. Attendance in St. Agnes School in Grades 6, 7, and 8 is stipulated.

The governing board is composed of the principal, the eighth grade homeroom teacher and an independent accountant to review the financial need papers.

Applications for the scholarship are sent out yearly to all eighth graders along with the regulations governing the scholarship.

THE HOME SCHOOL ASSOCIATION/FATHER WHELAN SCHOLARSHIP

Two scholarships will be awarded to the two highest scoring students who apply for the scholarship and are going to a Catholic High School. Attendance in St. Agnes School in Grades 6, 7, and 8 is stipulated.

GRADUATION AWARDS

In order to qualify to be the Salutatorian or Valedictorian of the graduating class, a student must have attended St. Agnes School for grades 6, 7, and 8. The final selection is made on a grade average for three years.

Individual subject awards are based on Grade 8 marks only.

Scholarship is offered as prescribed by the donors.

EMERGENCY CLOSING

Class mothers for the youngest child's class will also call to notify parents of either a closing or a delayed. **PLEASE DO NOT HAVE YOUR PHONE TURNED OFF, AND IF YOU USE AN ANSWERING MACHINE, PLEASE DO NOT HAVE IT ON WHEN INCLEMENT WEATHER IS A STRONG POSSIBILITY. WE ARE NOT RESPONSIBLE IF YOU ARE NOT NOTIFIED UNDER THESE CONDITIONS.**

In the event of inclement weather, **Saint Agnes School will follow the same procedures as the Clark Public Schools.** This also includes delayed openings. The time for the delayed opening is 10:00 a.m.

Please do not phone the Rectory or the School. If the announcement is not given, school will be in regular session.

If parents deem the weather to be bad and decide to keep children home, the rules of absenteeism must be followed.

EARLY DISMISSAL REQUESTS

If for some emergency it is necessary for a student to be dismissed earlier than the scheduled dismissal, a written request from the parent or guardian, stating the time and reason, **MUST BE SUBMITTED TO THE PRINCIPAL.** This request **MUST** be submitted the day before the requested date.

ALL early dismissal notes must be signed by the Principal. A parent or guardian must come to the office before a student is permitted to leave and sign them out.

SAFETY

For the protection of all students are not permitted to leave schools grounds during school hours without written request from a parent or guardian and the direct approval of the Principal.

CHANGE IN RESIDENCE AND/OR PHONE

Parents **MUST NOTIFY THE SCHOOL PROMPTLY** relative to any changes in residence, telephone numbers, employment, or emergency contacts.

Unlisted numbers will be held in confidence.

PARKING, DROPPING OFF AND PICKING UP STUDENTS AT SCHOOL

Dropping off and picking up a student before or after school is **ALWAYS IN THE REAR OF THE BUILDING**. Cars should never be parked in the oval, even if you are coming in for a conference, to bring something to the office, to help out at lunchtime, or for a meeting.

This area MUST be kept clear for emergency vehicles. Always observe the one-way entrance.

A section of the parking lot is roped off daily so that the children have a safe area in which to play. You are asked to park **ONLY** outside of the area used by the children.

When leaving the parking lot AT ANYTIME please observe a speed limit of no more than 5 miles per hour. Also watch for the children going to the cars. Safety is the responsibility of all.

APPENDIX

The following pages are subject to yearly changes
and
will be issued accordingly