



St. Agnes Homeschool Co-op

PARENT AND STUDENT HANDBOOK

2024 - 2025

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1. Mission Statement

St. Agnes Co-Op believes that we are each here to know, love, and serve the Lord by our lives. We provide a strong curriculum fully immersed in the Catholic Faith and assist parents in teaching to enable each child to reach their fullest potential as an individual and as a child of God.

2. Parent Participation and Responsibilities

- A. Parents are expected to understand and adhere to all guidelines, rules, and policies of St. Agnes Co-Op. You are responsible for setting a good example and for maintaining discipline, organization, and participation from your own children and the students in your class. At least one parent must participate from every family whose children participate in the co-op. This is to keep costs low and ensure that you are still directly involved in the education of your child. This is also to provide resources for you as a parent to assist in helping your child at home with subjects you may not be as comfortable teaching.
- B. Families participating in St. Agnes Co-Op are expected to participate for a full academic year (August 19th to May 20th) at a time with the exceptions of illnesses and limited excused absences. In the event that you are unable to attend, please inform Mr. Broussard or Mr. Allen as soon as possible to allow for the day's schedule to be revised in your absence.
- C. Any person who will be present on campus is required by the diocese to take the diocesan Safe and Sacred training course prior to any participation at the Co-Op. It may be found at this website: <https://diobr.safeenvironment.org/login/index.php>

3. Academics

- A. In order to maximize participation, understanding, and retention of the material, students are expected to complete classwork and homework as assigned, have the materials necessary for class, and participate respectfully and appropriately in class. Lack of participation, incomplete work, or class disruption will be addressed promptly and handled with appropriate penalty as stated below.
- B. Grades will be given, based largely on participation. These grades will be presented at the end of each of the 4 academic quarters. These grades are meant as a reflection of participation and learning demonstrated at school and may suggest a final grade, but final grades may differ based on performance at home.
- C. Students are expected to keep the necessary materials (pencils, pens, notebooks, etc.) for class with them in their backpacks. They should keep all books and materials clearly labeled with their name. Textbooks provided by St. Agnes Co-op are to be properly taken care of and not written in or marked so they may be reused from year to year. Students who damage or vandalize co-op books beyond normal wear and tear will be responsible for covering the cost of replacing the item if necessary.
- D. Backpacks are to be used by all students to keep track of their materials throughout the day. They should be appropriate to the size of the child (not overly large or small), labeled clearly, and rolling backpacks are not permitted unless disability requires it, or it is otherwise approved by Mr. Allen or Mr. Broussard. Noisy, light-up, or electronic keychains are not allowed.

- E. Suggested schedules for completing work at home will be provided for your convenience. However, as homeschoolers, you are able to adjust them to your needs. At the same time, it is in your child's best interest to do math, reading and spelling at least 5 times per week.

4. Attendance

- A. Students and participating parents should plan to arrive 5-10 minutes early for class each day so that any organization or setup necessary for the day does not take away from class time. This also allows for traffic or parking complications as they arise.
- B. Students and participating parents are expected to attend class weekly. Absence for illness or family emergency should be addressed with the other teachers as soon as possible. If parents are not able to attend and teach their assigned class, arrangements must be made to find an appropriate substitute.
- C. Students and participating parents who are regularly tardy or absent will need to talk to Mr. Broussard and Mr. Allen regarding general participation. If schedules are consistently not working for proper participation, families may be asked to leave or retry participation another year. If families wish to leave after beginning the school year, discussion must be had with Mr. Broussard and Mr. Allen to find adequate teaching replacements as needed.
- D. Regular enrollment for St. Anges Co-op begins April 1st and ends June 1st, so adequate materials can be procured. Families wishing to join later in the summer or once school begins, must also talk to Mr. Broussard or Mr. Allen to ensure that adequate space or materials are available and students are placed at correct ability levels.

5. Nursery/Daycare

- A. Children who are young enough to require nursery or daycare should have enough supplies (diapers, wipes, non-peanut snacks, etc.) for the time they need to be looked after. Parents should provide these items in a clearly labeled bag and expect to take them home each day. A spare change of clothes is highly recommended for all young children. Young enough babies or quiet, well-behaved toddlers may stay with their parent in the parents' class if they are not a disruption to the students.
- B. Children participating in classes at St. Agnes Co-Op should be bathroom independent (including washing hands), but do not have to be potty trained to participate in daycare.

6. Discipline

- A. All students and parents participating in the St. Agnes Co-Op are to conduct themselves in a fitting manner for a school environment. Behavior should be respectful, calm, quiet, and controlled. Disruption, rowdiness, and bullying will not be tolerated.
- B. Missed or forgotten assignments happen, but should be avoided whenever possible. This helps teach students to be responsible for their work. Parents of children 2nd grade and younger should help them check their backpacks before leaving for school each day. Older students should expect to take care of their own books and materials. Multiple (more than 3 per week) missed or forgotten assignments will

result in additional make-up work for the student, which must be turned in and checked thoroughly.

- C. Minor behavior or work infractions will be addressed verbally with the student. If this persists, a written note will be made, and a discussion will be had with the student's parent. Repeated minor or single major infractions of unacceptable behavior will require the student to remain with Mr. Allen or Mr. Broussard for a period of time and may result in the child being removed from campus for the remainder of the day.
- D. If the need arises, conduct cards will be assigned to a student who needs frequent correction. This card will contain the child's name and a record of each time they needed correction and the nature of the correction. The child is in charge of keeping track of this card and losing the card will result in a disciplinary mark. 3 or more marks on a card per week will require a parent meeting with Mr. Allen or Mr. Broussard. These cards will be taken up at the end of Tuesday classes and given back on Monday.
- E. Recess/PE will provide an opportunity for students to exercise and have a snack. This may involve coordinated games or free play and will take place in the St. Agnes yard immediately outside of the office building. Students are expected to pick up any trash left from a snack they bring outside. They are also expected to not climb fencing, trees, the air condition unit, statues, or church walls. They should not trample the plants in the rosary garden or make an attempt to leave campus (even to go to the parking lot). This is a very compact space but it belongs to the church and should be respected as such. It is a long-term goal to have a working cafeteria building and/or gym so the kids can have more space for games or rainy days.
- F. Students and parents should recognize that we are being generously granted use of campus facilities, particularly the church office building and yard, and that privilege may be withdrawn if students cannot control themselves properly.
- G. If complications arise, please directly discuss problems or concerns with Mr. Allen or Mr. Broussard. If necessary, meetings can be held outside of class time to address specific issues. Topics should remain confidential and conflict should be resolved as quickly as possible to not cause further disruption.

7. Communication

- A. Basic school information will be provided through the St. Agnes website.
- B. Direct communication will be handled through the St. Agnes Flocknote App.
- C. Questions can be directed to Casey Broussard (225) 241-0371 or coop@stagnesbr.com

8. Health

- A. Please exercise appropriate judgement regarding your child's health before bringing them to school. If they are running a fever (101 or higher), have diarrhea, are vomiting, have lice, have pinkeye, or a hacking cough, please refrain from bringing them to school. If you must stay home to take care of a sick child or children, please contact Mr. Allen or Mr. Broussard as soon as possible to discuss a replacement teacher for your class.

9. Technology/Cell Phones

- A. Students should not have a cell phone on campus since a parent will be present with them. If a student is found with a cell phone on campus or in class, it will be turned in to the parent after being discussed with a parent after school hours end.
- B. St. Agnes Co-Op believes in a traditional education without classroom need for electronic tools such as cell phones, tablets, or laptops. Teachers should keep their phones on vibrate or silent during school hours and should not use them during class or in the presence of students unless an emergency arises.

10. Uniform Guidelines

- A. St. Agnes Co-Op does not require logoed uniforms but does have a dress code. Students are expected to dress respectfully of the school environment and clothing should not provide a distraction to themselves or their peers.
- B. Both boys and girls are expected to wear a solid dark red polo shirt, in good repair.
- C. Boys should wear appropriately fitting black, navy blue, or khaki shorts or long pants in good repair, depending on the weather.
- D. Girls should wear black, navy blue, or khaki skirts or jumpers that reach below the kneecap at the shortest length. Longer skirts are fine if they allow full movement. Shorts must be worn under skirts and not show.
- E. Shoes for both boys and girls should not have vivid designs and should be manageable as independently as possible by the child. Both Velcro and tie shoes are acceptable. Solid colors preferred.
- F. Socks should be worn with shoes and should match. Solid colors preferred, no neon. No crocs, sandals, loafers, ballet shoes, or open-toed shoes allowed.
- G. Any hairbands, bows, undershirts, and tights should be a solid color and not a distraction to the child.
- H. Parents or volunteers participating in St. Agnes Co-Op should wear business attire or what they would wear to attend mass. Please do not wear jeans, shorts, yoga pants or leggings.
- I. All participants should exhibit good personal hygiene and remember that a tidy dress and appearance allows greater focus on school participation.
- J. Any child not potty trained who is on campus does not require uniform dress but should have spare diapers, wipes, and a change of clothes in the event of problems.

11. Friends/Visitors

- A. Given the very limited nature of the campus facilities, and the brief time allowed per week, visitors should not expect to come to campus. Any family with children who are not being taken care of in the nursery/daycare or participating in co-op or must have accommodations off campus.

12. Campus Building Use Responsibilities

- A. Students and parents are expected to understand that we are being generously granted use of campus facilities, particularly the church office building and yard to host the co-op. Everyone is expected to clean up after themselves and keep classrooms neat and tidy during the day.
- B. If there is a problem with a bathroom or water fountain, please notify Mr. Allen or Mr. Broussard so it may be addressed as quickly as possible.
- C. Bathroom materials (such as toilet paper, paper towels, soap, cleaning materials, etc.) will be provided as part of tuition and fees.
- D. The garden and the trees help beautify our church grounds. Please keep children from climbing on them or damaging them.
- E. In the event that a child causes damage to St. Agnes' facilities, reasonable compensation will be expected.

13. Safety Plan

- A. Gates surrounding the campus building and yard will also be locked during school hours. We strive to provide the safest environment possible for your child during school hours and will discuss fire drills and other emergency procedures with the students during the early parts of each semester. Information about all this will be discussed with parents and teaching volunteers before school begins.

14. Tuition/Fees

- A. Tuition is paid on an annual basis. Annual fees will be \$100 per family for 1 day per week or \$125 per family for both days of the week. There is also an additional \$30 per child fee. There will also be a music fee if the child is participating in Grace Notes music tutoring. The expected music fee is \$600 per child for every Semester (15 weeks) of tutoring.
- B. Tuition and fees are to be paid to St. Agnes Catholic Church and music fees will be paid directly to Grace Notes.



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