



Celebrate Christian Values ~ Excel in Education

Saint Agatha School

Parent/Student Handbook

**440 Adams Street
Milton, MA 02186
Tel: 617-696-3548
Fax: 617-696-6288
www.stagatha.org**

Administration

Father William Palardy, Pastor
Mr. Gregg Chambers, Principal

Saint Agatha School is accredited by the New England Association of Schools and Colleges

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Saint Agatha School Administration, Faculty, and Staff

Principal, Mr. Gregg Chambers

Director of Early Childhood Education, Mrs. Amy Chrisom

Director of Admissions & Advancement, Ms. Jacqueline Miller

Secretary, Mrs. Kathy Murphy

Tuition Coordinator, Mrs. Joan Brown

Nurses	Mrs. Pamela Campbell (M-Th) Ms. Arrian O'Brien (F)
K0A	Ms. Nicole Cunningham
	Ms. Olivia DeMatteo
K0B	Ms. Laura Fiotto
	Ms. Abigail Fay
K0C	Mrs. Mary McDonald
	Mrs. Michelle Tierney
K1A	Mrs. Julie Conley
	Ms. Alice Duzan
K1B	Mrs. Meghan Aiello
	Mrs. Lindsay Mulligan
K1C	Mrs. Darlene Cunningham
	Ms. Jill Bernier
K1D	Ms. Faith Fitzpatrick
	Ms. MaryKate McCart
K2A	Mrs. Kelly Burke
K2B	Mrs. Jenn Sullivan
1A	Mrs. Erin Leary
1B	Ms. Liz Douglass
2A	Mrs. Donna Bartlett
	Ms. Deborah Johnson
3A	Mrs. Karen Lane
3B	Ms. Nancy Chapman
4A	Mrs. Corrine Kalaijian
	Ms. Deborah Johnson
5A	Mrs. Barbara Smith
5B	Mrs. Karen LeBlanc
6A	Ms. Sarah Tran
6B	Mrs. Rose Carito
7A	Ms. Maeve McDonald
8A	Mr. Andrew Moruzzi
8B	Mrs. Brittney Bolder
Art	Miss Denise Feeney
The Learning Center	Mrs. Lisa Matthews & Mrs. Ellen Donovan
STEM/Religion	Mr. John O'Dowd
Spanish	Mrs. Joanne Adams & Mrs. Magda Veira
Guidance	Mrs. Linda French
Music/Drama	Mrs. Kathryn Teevens-Fitzpatrick
Physical Education	Mr. Brayton Willis
Technology Support	Deacon Dan Sullivan
Custodian	Mr. Sean Joyce

Saint Agatha School Mission Statement

Saint Agatha School offers 21st century learning from preschool through middle school within a supportive community committed to preparing each child with the skills and character to succeed academically and live life with faith.

Introduction

The regulations and procedures set forth in this handbook are conditions for enrollment and are designed to best serve the Saint Agatha School community while promoting a positive partnership marked with a spirit of cooperation and respect. From time to time, disagreements may arise, and in such instances, the school will make all reasonable efforts to resolve the issue. In very serious cases when the school's partnership with parents can no longer serve the best interests of the student, the school reserves the right to require parents to withdraw their child/children from the school. In such an instance, Saint Agatha School will work with parents to secure an appropriate placement for their son/daughter.

Saint Agatha School reserves the right to amend this handbook at any time. Parents and students will be notified of any such changes.

Religious Education and Formation

Saint Agatha School welcomes students and families of all faiths. An essential dimension of the school's mission is the Catholic faith formation of its students. Religion is taught formally in the classroom. Religion is a core subject for all students and is included in averaging for the honor roll. The practice of prayer, participation in the celebration of the Eucharist, reception of the sacraments, and service to people in need are major components of the religious education program. Students are encouraged to apply this learning in all aspects of their daily lives. In class discussions, students of all faiths are encouraged to share their religious tenets and traditions.

Liturgies/Sacraments

Students in Grades K2-8 attend a monthly liturgy and family participation is welcomed and encouraged. Non-Catholic students are required to attend all liturgical celebrations. Although they do not receive the sacraments they are given a special blessing.

Students prepare for celebrating the Sacrament of Reconciliation and First Communion during the second grade. Preparation programs for these sacraments are developed and coordinated by the parish Faith Formation Director and school. Other celebrations of reconciliation for students in grades 3-8 are scheduled throughout the year.

General Policies

Admission Policies

Saint Agatha School admits students of any race, color, national or ethnic origin, or religious preference to all the rights, privileges, programs, and activities generally offered to students at the school. It does not discriminate based on race, religion, color, national or ethnic origin in the admission policies, financial assistance programs, athletics, or any other school-administered activities.

Parents may obtain admission information or enroll/re-enroll online by visiting our school website at stagatha.org. You may also schedule a school tour or request further information by calling 617-696-3548 or emailing admissions@stagathaparish.org.

Attendance and School Day

Arrival - K2-8 students will proceed into the gym at **7:55 a.m.** for morning prayer and the Pledge of Allegiance. Late arrivals disrupt learning. It is the responsibility of parents to ensure the arrival of students on time. Students who arrive after 8:00 a.m. must be accompanied by an adult and enter through the front entrance. **The adult and child must report to the school office** where the adult will sign the child into the tardy log. Students will receive a tardy slip to bring to their homeroom teacher. **Three unexcused tardies will result in an email notice sent to the parents explaining the SAS Tardiness Policy.** Repeated or chronic tardiness will result in a conference with the Principal after six unexcused tardies. Once a student has received 8 unexcused tardies, they will be issued a Administrative Detention to be served with the Principal at the next possible day. K0-K1 students are greeted at the back of the school by their teachers between 8:10 and 8:20 AM.

Dismissal - times are staggered: 2:15 (grades K0-K1, rear of school); 2:22 pm (grades 5-8, front of school); 2:30 pm (grades K2-1, rear of school); and 2:30 pm (grades 2-4, front of school). It is expected that your child is picked up on time.

Please note: The school is not responsible for the supervision or safety of any student who arrives before 7:45 AM or after 2:35 PM (11:30 on early dismissal days) without special permission from the principal or prearrangement with a teacher. Students may participate in the Early Arrival and or Extended Day Programs should parents wish to enroll their child/ren. There is a charge for both of these services. For more information, click [here](#) or email ExtendedDay@stagathaparish.org.

Students and/or parents may not return to their classrooms for forgotten articles or homework assignments after dismissal or before school hours.

Absence - Regular student attendance is expected to ensure academic success. When a student is sick or unable to attend school, parents must contact the school nurse at 617-696-3548 x 204 between 7:00 and 8:00 a.m. or via email at rn@stagathaparish.org.

The school nurse attempts to confirm all absences for any children whose parents have not called the school in the morning.

Students are responsible for any work missed while absent. It is the responsibility of the student to find out what work has been missed during their absence. If the illness is prolonged (three or more days), the parent can make an arrangement with the teacher to pick up books and assignments. Work for absent students may be picked up at the end of the school day unless prior arrangements have been made with the child's teacher. The student will have the number of days absent plus one to make up all assignments. **Failure to make up work within this time can have an impact on a student's grade.** Tests are announced with notice prior to administering, therefore, being absent the day before a test does not excuse a student from taking the test. If your child is absent for three days or more, a doctor's note is required to return to school. In the event that absenteeism becomes a problem for any student, a conference with the principal will be required.

Absence (Unrelated to Illness) - Parents should be aware that approved absences are only for illness, bereavement, religious holidays, and family emergencies. All other absences will be considered unexcused; parents are strongly encouraged not to schedule other events or activities during school time. Vacations during regularly scheduled school time are strongly discouraged. **No assignments will be given prior to the planned departure.** All work must be made up after the student returns. The student will be given one day upon return to school for each day that he/she was absent to complete and return all missed work. **Failure to make up work within this time period will result in points being deducted from the student's grade.**

Early Dismissal - Parents should make every effort to schedule medical and dental appointments outside of school hours. In the limited circumstances when this is not possible, it is vital that parents communicate with the child's teacher about the dismissal in a timely manner. Parents must either send an email with appropriate notice (i.e., 24 hours ahead), or send a written note with the student on the early dismissal day if the prior arrangement is unable to be made. The student must give the note to his/her teacher first thing in the morning. The note should specify the nature of the appointment, the return time of the student to school, and the person authorized to pick up the student. A student may not leave the school grounds at any time during regular school hours without following the proper dismissal procedure. The student will be released to no one other than the person specified in writing by the parent. Furthermore, before the school will release the student, the authorized person must come to the office and sign a dismissal form.

Please note, dismissal prior to 11:30 is recorded as an absence. Arrival after 11:30 is also considered as an absence.

Expectations for Student Behavior

Code of Conduct for Students

Students are required to behave in a manner, both inside and outside of school, that reflects our mission. We expect our students to follow the Code of Conduct set forth in this handbook.

- Students are expected to treat every person (adult and child) with respect and courtesy.
- Answering back is never allowed. Never interrupt an adult when he/she is speaking.
- Vulgar or disrespectful language is unacceptable and will not be tolerated.
- Fighting (in school, schoolyard, or to and from school) is not allowed. Fighting violations include play fighting, karate-kicking or chopping, pushing, shoving or hitting, etc. A *HANDS-OFF* policy is strictly enforced at all times.
- Cheating is never allowed. Students are expected to complete their own homework assignments honestly and independently. Students who are caught cheating will receive a zero. Students who cheat in a testing situation, submit work that is not their own, plagiarize from the Internet, or provide answers to another student will fail the assignment and will have a meeting with the principal, parents, and teachers. Appropriate disciplinary consequences will be determined.
- Gum chewing is prohibited during the school day, recess, and extracurricular activities. Students do not have access to vending machines.
- Students are expected to promote an educational atmosphere in their class and in the school. Students are expected to always support their classmates and the differences that arise in the classroom.
- We are all people of God. Harmful behaviors such as name-calling, ridiculing, bullying, eye-rolling, mean-spirited teasing, and excluding others are never acceptable.

This Code of Conduct is in effect at all times. This includes before, during, and after school, including extended day, school and parish functions, and field trips.

Each student is expected to follow the rules of the school and to behave in a respectful and caring manner. Behavior that offends or infringes on the rights or safety of another person will be subject to disciplinary action. This includes any incidence of “bullying” which will be defined and stated by the Commonwealth of Massachusetts State Laws.

“The repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school.” Behavior of this kind will result in disciplinary action up to and including expulsion.

Areas of Special Concern

Drugs/Drug Paraphernalia - The sale, purchase, possession, use, or consumption of drugs including anabolic steroids or alcohol is strictly prohibited on school property, the area immediately adjacent to the school, and at all school-sponsored, or related events. Anyone violating this regulation faces immediate suspension and/or expulsion.

Plagiarism - Students are reminded that plagiarism in their written assignments is a form of stealing and cheating. Parents of children in all grades should discourage plagiarism of any form. That is, even the youngest students should not be allowed to copy any material verbatim from printed or technological resources, including artificial intelligence tools, without citing this source in their reports. Plagiarism may result in disciplinary action up to and including expulsion.

Tobacco - Smoking, vaping products, or the use of smokeless tobacco by a student is strictly prohibited at all times on school property, in the area immediately adjacent to the school, and at school-sponsored or related events. Anyone violating this regulation is subject to serious disciplinary action including suspension or expulsion.

Weapons - No student is permitted to possess any type of weapon or object that may be construed or used as a weapon while on the school grounds or at any school-related or sponsored event. Anyone violating this regulation is subject to immediate suspension or expulsion. Other prohibited objects that may cause injury or harm to others or that serve no purpose at school may not be brought onto school grounds.

Assemblies and School Functions - At all times a student must conduct himself/herself appropriately and in a manner befitting a student at Saint Agatha School at all school activities both here and away from school. Students are encouraged to be the best they can be at all times, in all ways.

Damage to Property - A student is expected to use the building, furnishings, and equipment only for the purposes intended. A student who causes damage to school property must pay restitution and the student’s family will be billed accordingly.

Inspection of Student Lockers & Desks - The school retains ownership and possesses control of all student lockers and desks. The principal and other responsible school officials retain the right to open and inspect students' desks or lockers, along with students' possessions at any time, and to confiscate banned and/or inappropriate items.

Inspections may be done when there exists the possibility of a danger to others, when there is sufficient reason to suspect the presence of materials, which are not allowed in school, or when deemed necessary for the orderly operation of the school.

Merit/Demerit System for Grades 6-8

In order to help students make positive choices and to create a positive climate for learning, Saint Agatha School uses a Merit and Demerit system to address behavior. The system below will provide rewards for positive behaviors and consequences for negative behaviors. This system is intended to assist students in making good choices thus producing well-behaved students. Our ultimate goal is to develop students who are self-disciplined and good citizens. The Merit/Demerit system is a Middle School behavior management plan that is focused on behavior and is not connected to academics. Any faculty and staff member can issue Merits and Demerits.

Students who demonstrate the following POSITIVE BEHAVIORS can earn MERITS: The following are examples, including but are not limited to:

- Demonstrating Responsibility (returning important documents, reporting incidents)
- Demonstrating Kindness (assisting a classmate)
- Demonstrating Citizenship (pride in school)
- Demonstrating Good Manners (holding the door, saying please and thank you)
- Demonstrating Integrity (honesty, returning lost items)
- Random Merits (school spirit, fire drill and assembly behavior)

Every student has an opportunity to earn merits. Merits and Demerits EXPIRE EACH TRIMESTER and reset to zero at the beginning of the next trimester.

Demerits will be documented and parent contact will be made accordingly. Students will be able to “earn back” Demerits based upon the following criteria: 6th grade students need 6 Merits to “earn back” 1 Demerit. 7th grade students need 7 Merits to “earn back” 1 Demerit. 8th grade students need 8 Merits to “earn back” 1 Demerit. Teachers will inform the students of their specific “earn back” procedures. Any student who has received a suspension (In School Suspension or Out of School Suspension) during the given 9-week period will lose privileges. Suspensions cannot be “earned back”.

Demerits for Minor Violations

Minor violations are actions that cause a disruption to the community or demonstrate a lack of knowledge or concern for the expectations of the community without the intent to be disrespectful or dishonest.

Consequence: 1 or 2 Demerits

Examples of 1-point Demerit Violation

Examples of 2-point Demerit Violation

- Out of Dress Code
- Unexcused late to class or school (8:01 to 8:30 am)
- Failure to maintain school property without intent (leaving behind trash, not keeping lockers locked)
- Talking in class
- Repeated dress code violations
- Unexcused late to school (8:31 am onward)
- Leaving laptop unattended - first offense using another's laptop or password without permission
- Using a cell phone, iPod, or unauthorized electronic device between 8:00 AM and 2:30 PM.
- Significant or repeated disruption of class

Demerits for Behavioral Violations

Students receive more significant consequences when they behave in a manner that violates the values of our community. This behavior demonstrates a significant lack of judgment, is dishonest or disrespectful and/or disrupts the academic environment of the school day in a significant manner.

Consequence: 1 or 2 Demerits

Examples of 1 Demerit violations

- Serious, repeated or offensive dress code violation
- Violation of the “One to One” Technical Limitations listed in the Acceptable Use Policy
- Skipping, missing or being removed from class, assembly, school function, or detention.
- First offense: Leaving campus and returning without proper permission (the spirit as well as the letter of the law must be observed).
- Actions of irresponsibility and inappropriate behavior that may or may not include physical contact. Spontaneous cheating.
- Insubordination, lying, or disrespect towards faculty, staff, fellow students or visitors.

Examples of 2 Demerit violations

- Use of another’s laptop or password without permission – second offense
- Irresponsible acts that result in damage to school property or irresponsible actions towards school property.

Demerits for Major Behavioral Violations

A major behavioral violation consists of an action which is reasonable to believe will cause, or does cause significant deception or harm. In these cases the School Crisis Committee will examine the student’s behavior to determine the consequence.

Consequence: 3 or 4 Demerits

Examples of 3 Demerit violations

- Second Offense of Leaving Campus and Returning without Permission
- Significant violation of the “One to One” Technical Limitations listed in the Acceptable Use Policy
- Major acts of insubordination, disrespect, defaming of a faculty, staff, student or visitor either physically, verbally, in writing or through email.
- First Offense Violation of the Bullying/Harassment/Hazing Policy

Examples of 4 Demerit violations

- Cutting three or more classes
- Fighting or seeking to instigate a fight either verbally or physically.

Discipline Procedures for Violations of School Policies

PROGRESSIVE DISCIPLINE/SAINT AGATHA SCHOOL DISCIPLINARY PROCESS FOR STUDENTS OF ALL AGES

Please find the Saint Agatha School Disciplinary Process below; however, the Saint Agatha School Administration reserves the right to impose any level of discipline depending on the nature or severity of words/actions exhibited by the student. The Principal will always work to first consider ways to re-engage students in the learning process in a positive way, and will work with students and families to avoid suspension until other remedies and consequences have been employed if at all possible.

Words/Actions that constitute a violation or infraction as outlined in the handbook will result in:

A. Verbal Warning from a Teacher/Administrator

B. Assignment of a Behavior Event in FACTS Student Information System with assignment of Demerit(s) (see Demerit examples in Behavior Management Policy). If two or more Demerits are assigned for one violation, the student will be required to participate in a Restorative Practice assignment. Restorative Practice is a behavior management strategy intended to improve and repair relationships between individuals and communities.

C. If the behavior is noted a second time, the student will receive a Second Warning from a Teacher/Administrator, be assigned a second Behavior Event in FACTS as well as additional Demerit(s) and a Restorative Practice assignment, as well as be subject to loss of privileges in line with the severity of the infraction.

Progressive Discipline/Saint Agatha School Disciplinary Process - Stage I:

If A., B., or C. listed above are not effective in mitigating the student's behavior, a third Behavior Event and a 30 minute detention will be issued by the Teacher/Administrator in response to subsequent violation/infractions or a single egregious action. Detention is scheduled for thirty

(30) minutes after school from 2:30 to 3:00 pm on the next school day following the date of the infraction, or another day as defined by the teacher or School Principal.

Detentions/Consequences and associated Restorative Practice are assigned by Saint Agatha School Teachers or Saint Agatha School Administrators. All other student commitments must be rescheduled (Appointments and/or athletics). Students can be assigned a fourth and fifth Behavior Event and a second and third detention in Stage 1 of the Saint Agatha School Disciplinary Process before advancing to the next stage of the process.

If a student fails to report to detention, consequence, and/or associated Restorative Practice as assigned, the student will be issued a fourth Behavior Event and his/her parent/guardian will be notified to inform them of the situation and to explain the consequences of failing to comply with the initial detention. This will result in a second detention to be served after completing the first detention. If a student fails to report to detention on the second day, a student will be issued a third detention and enter into Progressive Discipline/Saint Agatha School Disciplinary Process - Stage II as noted below..

Progressive Discipline/Saint Agatha School Disciplinary Process - Stage II: After three detentions in a marking term and/or words/actions that are part of a single egregious infraction that warrants the assignment of three or more Demerits and three detentions for the infraction, there will be a meeting with the student, the Parents/Guardians, and the School Principal. The Pastor or his designee may also be involved in this meeting. Middle School students who receive three or more detentions will be prohibited from being on the Middle School Honor Roll regardless of their academic standing during the trimester.

Progressive Discipline/Saint Agatha School Disciplinary Process - Stage III: If the student receives four detentions in a trimester, a one-day in-school suspension will be issued. Students will be responsible for making sure they get any work they missed as a result of the suspension. During an academic based suspension (e.g., cheating), the student will receive a zero for the work that led to the discipline, and will receive zeroes in class work, quizzes, homework, and tests given during the suspension.

At the fifth detention of the trimester, the student will be issued an at-home suspension ranging from 1-3 days depending upon the severity of the infraction. A Behavior Contract* may be required as part of the student's return to school from the at-home suspension. At the sixth detention of the trimester, if the student's behavior is not deterred by this point, the School Principal reserves the right to meet with the Parent/Guardian to discuss a transition plan for the student to leave Saint Agatha School for another school that may provide more support for the student's academic and social success.

**Behavior Contract will be entered into with the Student, Parents/Guardians and Saint Agatha School. This contract will state that if the student's behavior does not improve significantly as defined by Saint Agatha School administration, the student will be asked to leave Saint Agatha School for the rest of the school year.*

If a student in K0 & K1 is found to hit another student, a warning will be issued by the teacher. Repeated incidents of hitting will result in a parent-teacher conference. Also, the parent of the student will be contacted to pick the child up to return home for the remainder of the day. Additionally, Biting Behaviors in K0 & K1 or K2 are considered egregious acts. If a student in the K0 & K1 or K2 bites another student, the student may be expelled immediately from Saint

Agatha School regardless as to whether the biting is a result of the need for sensory stimulation and/or any other reason.

Definition of Detentions, Suspensions, and Expulsions

Detentions - Detentions will be thirty (30) minutes in length and will be served with the Principal or assigning teacher on the day of the infraction, or at another day/time as assigned by the Teacher/School Principal.

School Detention - The school reserves the right to detain students outside of school hours because of inappropriate behavior, violations of the dress code, or failure to complete homework or classroom assignments. Failure to serve the assigned detention will result in further disciplinary action. One Demerit (for a minor infraction) to three or more Demerits (for a major infraction) will be recorded in a Behavior Event that will be entered into the FACTS Student Information System for each infraction.

Classroom Detention - A teacher may assign classroom detention for violations of one Demerit (for a minor infraction) to three Demerits (for a major infraction) will be entered into the FACTS Student Information System for each infraction of school or classroom policies. Students serve classroom detention with an assigned teacher. Parents will receive at least 24-hour notice specifying the date and reason for the detention. Parents are responsible for providing transportation at the end of detention.

Administrative Detention - The principal may assign administrative detention for serious violations of school policy. Teachers may refer students to administrative detention for infractions of sufficient seriousness and after instances of repeated classroom detentions. Parents will receive a notice in advance specifying the date and reason for the detention. Parents are responsible for providing transportation at the end of detention. **Three administrative detentions in a single marking period will result in a conference with the student, parent, and the school principal.** The student may be suspended from school for a period of one to three days. Two to three Demerits will be entered into the FACTS Student Information System for each infraction.

Suspension - A suspension is a temporary (less than 10 days) dismissal from all school activities. Serious misconduct or repeated occurrences of less serious behavior may also result in suspension or expulsion. Suspensions will be served off-site. When served, parents must meet with the Principal before the student may return to class. Students must complete any and all work missed as a result of suspension from school. Two to three Demerits will be entered into the FACTS Student Information System for each infraction.

Behavior that may result in a suspension may include but is not limited to:

- fighting
- threatening behavior toward other students, faculty, or staff members
- leaving the school grounds without permission
- defiance of authority
- cheating or stealing

- smoking, vaping or use of alcohol on school property
- possession of drugs/drug paraphernalia (and/or for an attempt to sell or provide to others)
- possession of illegal objects/items
- tampering with the fire/burglar alarm systems
- forging a school document (or any writing) submitted to a teacher or school administrator
- sharing inappropriate or offensive information via text, email, or social media during school hours or during sanctioned school activities and events. Saint Agatha School is not responsible for administering sanctions for violations that occur outside of the times outlined above.

Expulsion - Expulsion is a permanent dismissal of a student from the school. Saint Agatha School follows the procedures of the Archdiocese of Boston in these cases.

Students may face expulsion for any of the following, including but not limited to

- destruction of school property or vandalism
- breaking and/or entering or stealing
- illegal activity
- possession or use of drugs, alcohol, or a dangerous weapon
- tampering with the fire/burglar alarm systems
- repeated suspension(s)
- violence toward a student, faculty member, adult supervisor/monitor, or other staff

Snack and Lunch

Snack - Students from preschool to Grade 4 have a snack period worked into their daily schedule. Students in Grades 5-8 will have a “working snack” during morning class time. Please ensure that your child has a good breakfast before arriving at school.

No food that contains nuts should be sent with students for a morning snack.

All classrooms are peanut-free.

Lunch - Students eat lunch in the cafeteria. Students must never bring glass bottles in their lunch-packs, and parents should include any utensils necessary for consuming the meal (plastic spoons or forks) whenever possible as these items will be available in limited quantities in the cafeteria. All lunch items sent with students to school must not require refrigeration or warming.

Items such as forgotten lunches and other articles should be clearly marked with the student’s name and grade and left with personnel in the school office.

In fairness to all students, the delivery of fast food lunches

will not be allowed at any time.

Students must obey the directions of the principal, teachers, and any other adults supervising the cafeteria. Students are expected to exhibit proper table manners and to adhere to the following rules:

- Converse with fellow students in a normal tone of voice
- Remain seated for the lunch period unless given permission by an adult to be out of their seat
- Dispose of rubbish quietly and in an orderly fashion when directed to do so
- Pick up any food or paper that may fall to the floor
- Handle all food items in a proper manner
- Leave the cafeteria only with the express permission of the principal or teacher on duty. Volunteers cannot give permission but can direct the student to the proper lunchroom supervisor.

Peanut Free/ Tree Nut Free Table - A peanut-free/tree nut-free table is available in the cafeteria for children with peanut or tree nut allergies. The children may have a friend sit with them at this table provided their lunch is peanut/tree nut-free. **Please advise our school nurse if your child has a food allergy of any type.**

School Cancellation Notices

Saint Agatha School reserves the right to close the school in the event of inclement weather to ensure the safety of its student body and staff. Notification of school closure is made via email and phone notification system and through notices on local media. If Milton Public Schools have canceled classes due to inclement weather, classes at Saint Agatha School will also be canceled. In the event that Milton Public Schools cancel classes only for students in K-6, all classes at Saint Agatha School will be canceled.

Cell Phones/Electronic Equipment

- Cell phone use is not allowed during the school day or on school grounds. **Students who carry cell phones to school are required to turn them in to their homeroom teachers each morning.** They will be returned to students at the end of each day. **If a student is found to be carrying or using a cell phone during the school day without express permission from the Principal, the phone will be confiscated by the teacher and be held by the teacher until the end of the school day.. The student will receive a warning for the offense. Subsequent offenses will be subject to the Progressive Discipline policies outlined in this document.**
- Students are not to wear any smart devices to school, including smartwatches, FitBits, Apple watches, any device that has capacity to connect to WiFi for the purpose of communication or connecting to the Internet, etc.
- **Saint Agatha School is not responsible for lost or stolen cell phones or any**

bills resulting from such a loss.

Celebrating Birthdays - It is the school-wide policy that food items are prohibited for birthday celebrations. Birthday invitations should be sent directly to students at home and should not be handed out in school.

Parental Responsibilities

Parents are critical partners in the educational journey of their child.

We ask parents to consider adhering to the following guidelines:

- to set rules, times, and limits so that your child gets to bed early on school nights
- to ensure their child arrives to school on time and is picked up on time at the end of the school day
- is dressed according to the school dress code
- completes assignments on time
- has lunch daily and a nutritional snack, if applicable
- actively participates in school activities such as Parent/Teacher Conferences
- pays for any damage to school books or property due to carelessness or neglect on the part of the student
- notifies the school when the student is absent
- meets all financial obligations to the school
- informs the school of any special situation regarding the student's well-being, safety, and health
- completes and returns to school any requested information promptly
- reads school notes and newsletters and shows interest in the student's total education
- supports the religious and educational goals of the school
- treats teachers, school staff, and students with respect and courtesy

Visitors

For the safety and welfare of our students, all visitors including parents, must use the main entrance, ring the bell for admission, and report to the school office and sign in upon entering the building. Visitors will be required to wear a name badge during their visit to the school.

Communication Between Home and School

A weekly newsletter from the principal is emailed to all email addresses on file each Friday afternoon. Please take notice of the newsletter as it contains important information regarding the school's past and upcoming activities.

Communication between school and home should be made by phone to the school, email, or written communication. Text messaging between teachers and parents is strongly discouraged, and it is not considered by the administration as an acceptable mode of communication. **Please do not expect teachers to answer emails during school hours.** If you need to relay a message to your child, or if you require immediate attention, please contact the office, at which point the message will be relayed to the student. Teachers will return communication within 24 hours. **If there is a problem in the classroom, on school grounds, or at school-sponsored trips and/or athletic events, please make an appointment with your child's teacher before contacting the office.**

Court Documents - Divorced or separated parents must file a *current* court-certified copy of the custody section of the divorce or separation decree with the Principal's office. Parents are responsible for providing the school with any updates or amendments. In order to change a student's name on school records, the school must receive a court-certified notice/order listing all pertinent information.

Dress Code/Uniform

The uniform has been a tradition of Saint Agatha School for many years. Our uniform is an outward reflection of membership in the Saint Agatha School community. Parents are expected to make sure that their child is in compliance with the dress code. **If students are not wearing the required uniform, parents may be obliged to bring the appropriate articles of clothing to school.** Violations will result in appropriate disciplinary action.

All students are required to wear the designated school uniform daily in all areas of the school building and grounds. Students may not make changes in clothing in the building or on the grounds before, during, or after school without the express permission of teachers.

School uniforms are available from Lands' End. Our school code is 900189655.

**** All uniform pieces must have the Saint Agatha School logo.**

Boys and Girls K0-K1

Girls and Boys wear the gym uniform all year.

- Navy shirt/sweatshirt with logo and navy shorts or sweatpants with logo

(Shorts and short sleeve t's may be worn between the first day of school and the end of October, and May 1 through the end of school)

Girls Grades K2-4

- Plaid jumper with a white blouse (long or short sleeves)

- Navy cardigan or fleece with school logo (optional)
- Gray, white or Navy knee socks or tights – no athletic style crew socks with logos
- Footwear: black, brown, or navy dress shoes (loafer, Mary Jane, or oxford style – low heeled) OR solid-colored (black, navy, or brown) sneakers. Multi-colored sneakers are prohibited. High-top sneakers are not allowed on regular school days.
- NO Crocs/boots/slippers/Uggs.

Girls Grades 5-8

- Plaid skirt/skort and navy polo with school logo (long or short)
- Navy MicroFleece ¼ Zip with logo (optional)
- Navy, white or gray knee socks or tights – no athletic style crew socks with logos
- Footwear: black, brown, or navy dress shoes (loafer, Mary Jane, or oxford style – low heeled) OR solid-colored (black, navy, or brown) sneakers. Multi-colored sneakers are prohibited. High-top sneakers are not allowed on regular school days.
- NO Crocs/boots/slippers/Uggs

Boys Grades K2-8

- Khaki uniform pants
- Uniform navy blue polo with logo (short or long sleeve)
- Navy Micro Fleece ¼ Zip with logo (optional)
- Footwear: black, brown, or navy dress shoes (ex: loafer) OR solid-colored (black, navy, or brown) sneakers. Multi-colored sneakers are prohibited. High-top sneakers are not allowed on regular school days.
- No boots/slippers/crocs

Gym Uniform Grades K2-8

- T-shirt or sweatshirt (no hoods) with SAS logo
- Shorts or sweatshirts with SAS logo
- Solid-colored (black, navy, or brown) sneakers.

Fall and Spring option (K2-Gr. 8): Girls may wear uniform shorts or skorts and boys may wear khaki shorts from the first day of school to Columbus Day (fall) and from after April vacation to the last day of school.

Khaki shorts may be worn by both girls and boys w/ the appropriate uniform shirt. Girls also have a skort option. The gym uniform can only be worn on the students' gym days.

Jewelry - Students may wear watches, religious crosses, and medals. No jewelry of any kind - including religious medals should be worn on gym days. Large fashion earrings or multiple chains or bracelets and bandanas are prohibited. Students who do not follow these guidelines will be required to remove the jewelry and surrender the items until the end of the school day. Saint Agatha School is not responsible for the loss or theft of

jewelry worn to school. Body piercings (nose, tongue, lip, eyebrow, etc) are prohibited.

Cosmetics - Makeup is prohibited. False or excessively long nails are also prohibited.

Hair - No extreme hairstyles, including but not limited to, dyed or colored hair, mohawks, and shaved heads. **Also, hair should not obstruct a child's eyesight.** Girls should restrict bows, headbands, etc to uniform accessories or a simple style.

Boys must be clean-shaven and hair should be neat and short. Hair should not be any longer than the top of their shirt collar and should not be below the eyebrows. Piercings of any kind are prohibited for boys.

Tattoos - Tattoos of any type are prohibited, as are arm coverings meant to symbolize real tattoos.

Dress Down Days - The school periodically observes "dress-down" days in order to raise donations from the students for outreach projects and other mission efforts. Appropriate casual clothing in keeping with the dress code is required on these days. No short-shorts, miniskirts, tank tops, crop tops, etc. should be worn. Also, clothing with offensive or political slogans or messages should not be worn in school.

Extracurricular Activities

Students have the opportunity to take part in extracurricular scholastic, service, social and athletic activities. Such activities are designed to help the student develop talents and interests and to learn how to live, work, and share cooperatively with others.

No student organization or individual may sponsor any fund-raising or social event without the express approval of the principal. This includes any solicitation during school hours or on school grounds by adults or students.

- All athletic events must receive prior express approval of the principal
- In order to participate in school organizations, clubs, and athletic teams/squads, students must be in good academic and behavioral standing as determined by the principal
- A student must conduct himself/herself according to the behavior principles set forth in this handbook while participating in all student extracurricular activities both on and off-site
- A student (or parent) must pay all required fees and/or charges
- A student may not attend any extracurricular activity if absent from school that day
- Student participation in the school Christmas and Spring concerts, as well as the annual history and science fairs, is required and not optional.

Field Trips - The annual field trip is an educational activity. Signed permission slips are required from parents. Students may not call home from the office to get permission to go

on a field trip. Students shall be responsible for the costs involved. Faculty members and volunteer chaperones, as needed, will accompany students. Only those children who are members of the class may attend field trips. Parent chaperones must have a valid CORI form on file in the school office.

Grading System/Evaluation

K-2

Academic Subjects (Religion, Language Arts, Math, Social Studies, Science), *Social and Emotional Growth, and Physical Development*

C: Consistently demonstrates grade-level expectations

D: Developing grade level expectations

N: Needs Improvement with meeting grade-level expectations

Grades 1-2

Major Academic Subjects (Religion, Math, Language Arts/Reading, Oral/Written Language, Spelling, Science, Social Studies)

P: Proficient: Regularly demonstrates grade-level expectations

D: Developing: Demonstrates grade-level expectations some of the time.

N: Needs improvement with demonstrating grade-level expectations.

Other Subjects (Art, Music, Computers, Physical Education and Spanish) and *Learning/Social Characteristics*

O= Outstanding performance

S= Satisfactory performance

N=Needs Improvement with performance

Grades 3-8

90-100%	A	Advanced; consistently exceeds expectations for grade level work
80-89%	B	Proficient; regularly demonstrates expectations for grade level work.
70-79%	C	Approaching Proficiency; demonstrates expectations for grade level work most of the time.
60-69%	D	Developing; demonstrates expectations for grade-level work some of the time.
Below 60%	F	Failing; does not demonstrate expectations for grade-level work at this time.

Report Cards

Students in Grades K2-8 receive report cards three times a year. Parents must sign and return the acknowledgement form to the homeroom teacher within five days after the release date for the first and second marking periods.

Honor Roll

Grades 5-8 Honor Roll

High Honors - 90% and above

Honors - all 85% and above

Students must receive favorable comments for attitude, effort, and conduct in all of their classes, regardless of the grade they receive, in order to receive High Honors, Honors, and Honorable Mention status.

Promotion and Retention

Students at Saint Agatha School who successfully complete their course of study are promoted to the next grade at the conclusion of the current school year. Students who do not successfully pass two or more major subjects (English/Language Arts, Math, Science, Social Studies) must successfully complete a summer school program before being promoted to the next grade.

Teachers must notify parents of possible retention no later than the end of the 2nd marking period. At this time parent(s) and teacher will discuss the status of any student whose performance is below the required academic standards. Decisions with regard to retention are made only after discussion with classroom teachers, parents, and the principal. No student may repeat a grade more than once.

Homework Assignments

The purpose of homework is to enhance classroom learning. Assignments are developmental in nature and increase in scope with the maturity and capabilities of the student. Homework also allows the teacher to determine if re-teaching and/or review is needed in the subject being taught.

Homework is assigned to

- help the student become more self-reliant
- learn to work independently
- improve the skills that have been taught in class
- complete certain projects that require individual and creative efforts, as well as practice new concepts taught in class on any given day

The amount of time that different students in the same grade spend doing homework will vary based on the child. The following table provides guidelines as to the amount of time the typical student should spend daily on homework:

Grade 1	10-20 minutes
Grades 2-3	20-30 minutes
Grades 4-5	40 minutes to 1 hour
Grades 6-8	1.5 -2 hours

Students must complete homework as assigned. Students are responsible for completing missing or incomplete homework assignments and any missed in-class assignments within the acceptable time period as determined by the respective teacher. Failure to do so

will result in no credit for missing or incomplete assignments and will adversely affect their final grade. Students' homework is factored into their report card grades.

Physical Education

The physical education uniform is available from Lands End. Students must wear the required uniform on each day of physical education classes and may not wear pants or tops other than the official uniform. Students must wear sneakers for gym class.

The Learning Center

The mission of The Learning Center is to establish an effective channel of communication with parents, administration, teachers, and public schools. We are dedicated to providing the best education for all our students at Saint Agatha School. The Center is staffed by two teachers who have advanced degrees and experience working with students with learning differences.

What we do:

- Provide services to students with identified learning differences
- Service students with specific learning disabilities and attention deficit disorders.
- Provide instruction and academic support in the K-8 classrooms and in The Learning Center Utilize a variety of specialized programs such as the Wilson Reading System
- Work with the public schools in the referral and evaluation process and in the development of specialized education plans. Any student evaluation form should be directed to The Learning Center.
- Educate parents about their rights and responsibilities regarding the special education process.
- Guide parents through the public school's evaluation process by providing information concerning the evaluation process, accompanying them to meetings at the public schools (or virtually), and serving as advocates for their children.
- Collaborate with classroom teachers to ensure that we are meeting the needs of all students by differentiating instruction to adhere to a variety of learning styles.
- Assist with standardized testing.

Individual Education Plan (IEP) or 504 Plan

Parents are expected to disclose the existence of a Neuropsychological Evaluation, Individual Education Plan or 504 if one has been developed or implemented for a student at a prior educational facility.

In addition, parents should inform the school if they have been advised by educational or medical experts to consider having their child evaluated for learning disabilities of any type.

A copy of the plan and all amendments should be submitted as part of the application or education program review process.

Tuition Policies and Procedures

Tuition Rates for 2023-2024

K0 5 Day	\$9,600
K0 3 Day	\$6,600
K1	\$9,600
K2- Grade 8	\$7,400

Sibling Discount Grade K2 - Grade 8	
Given to families with students in grades K2-8. First child pays full tuition, each additional child receives a 10% discount. Early childhood students are not eligible for a sibling discount.	
Two Children	\$14,060 (\$740 Discount)
Three Children	\$20,720 (\$1,480 Discount)
Four Children	\$27,380 (\$2,220 Discount)

Grade 8 Graduation Fee - Parents of students in Grade 8 will be responsible for a Graduation fee. If a class trip is taken, parents will incur an additional expense for the cost of the trip.

Payment Methods

Each family is expected to utilize one of the outlined options for paying tuition.

Option A - Pay in full by July 1 for a 3% tuition discount.

Option B - 10 Month Payment Plan (July through April)

- The FACTS® payment plan is an automatic payment plan through your checking or savings account. Parents choosing this plan will authorize their bank to make automatic monthly payments to FACTS® on either the 5th or the 20th of each month beginning in July.
- FACTS® requires a \$50.00 processing fee for this service
- The application deadline to FACTS® Grant and Aid Assessment is published in December.

Delinquent Accounts

- Students whose accounts are (50) days in arrears will not be allowed to continue classes unless parents meet with the administration to work out a payment plan.
- All accounts must be paid to date before students will be permitted to participate in the end-of-year activities.
- All unpaid tuition from the previous academic year is due by July 1 if a student is to be readmitted on the first day of class for the current school year. If a family is experiencing difficulty with payment obligations, they should not hesitate to contact the principal to discuss alternative arrangements.
- Parents who fail to keep their tuition accounts current and up-to-date will be contacted by the tuition office and principal to work out a payment plan for the amount in arrears.

Please contact the school tuition office at (617) 696-3548 ex. 203 with any questions or concerns.

Enrollment/Re-Enrollment

- For new students, a \$500 non-refundable seat deposit is required at the time of enrollment. This fee will be applied toward tuition.
- Returning students must reserve their spot by paying a non-refundable re-registration deposit of \$200. This deposit will be applied toward tuition.

Withdrawal/Tuition Refund Policy

- Families must notify the school in writing if a student is to be withdrawn from the school.
Registered students who withdraw between July 1st and the first full 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 15th are responsible for 1/2 of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.

Volunteer Service Requirement and Policy

Saint Agatha School derives its support from many sources, including volunteer support from its families. Each family is required to volunteer a minimum of 20 hours during the school year or pay a \$250 fee, billed through FACTS in May. Please contact the office if you have questions regarding volunteer opportunities.

All volunteers at St. Agatha School who are 17 years of age or older, MUST undergo a criminal offender record information check (CORI) annually. All volunteers must also

read and agree to follow the Ministerial Code of Conduct. Both CORI and Code of Conduct forms are available at the school office. Participation in the VIRTUS “Protecting God’s Children” program is required for service. For more information or to obtain forms, please contact the school office.

Health and Safety Procedures

School Nurse

Mrs. Pamela Campbell, R.N. (M-Th)

Ms. Arrian O’Brien, R.N. (F)

St. Agatha School has a nurse on duty five days each week. In keeping with the goal to promote, protect, and improve the health of all our students, the nursing staff will administer eye tests, hearing tests, and scoliosis tests to certain grades every year. In addition, school nurses sponsor programs on a variety of health safety topics throughout the school year.

The nurse or staff member who is on duty will record all visits to the nurse’s office and contact parents as necessary.

The nurse at the school is here to help your child when they are feeling ill. However, parents should never send sick children to school and tell them to see the nurse. If and when your child tells you he/she is not feeling well on the way to school, they should return home until he/she feels better.

Student Injuries - If your child has an injury that requires them to abstain from physical education or recess you must present a doctor’s note to the nurse at school.

Parents will be notified if any student should have an accident or injury while at school.

Student emergency information should be current and updated at all times. Parents may update information through the Saint Agatha School portal or by calling the office. Parents must list at least one emergency contact beside themselves that is able to pick up the child in the event of illness or injury.

Medication - For purposes of safety and effective monitoring of unauthorized medications or drugs, students should not carry or self-administer any medication during the school day.

If it is necessary for a student to receive medication during the school day the following procedure will be used:

1. A permission slip must be obtained from the nurse’s office, signed by the parent, and approved by the school nurse.
2. Medication must be delivered to the school in a labeled pharmacy container with

the following information included: Student's name, name of the medication, dose and time of administration, name of prescribing physician, and date of the prescription.

No medication will be dispensed unless the above procedure is followed.

Parents are encouraged to give most medications at home. Antibiotics can be administered over a twenty-four-hour period at home, including before and after school. Children should remain at home until well enough so that cough syrup, Tylenol, etc. are no longer needed. This means children should be temperature-free for 24 hours without Tylenol or Advil before returning to school. Please notify the school as soon as possible if your child is diagnosed with a communicable disease, such as conjunctivitis, impetigo, scarlet fever, head lice, or fifth disease. In cases of vomiting, children should remain at home for 24 hours after a vomiting episode. Parents must inform teachers and nurses of any allergies or special students' needs as early in the school year as possible.

Safety and Emergency Procedures

Fire and School Evacuation Drills - Unannounced fire drills are scheduled periodically. Absolute silence is required during fire drills and school evacuation drills.

Students should walk to their designated classroom exit in compliance with the instructions given by the teachers concerning the evacuation route. Fire drills and school evacuation drills are conducted in cooperation with the Milton Fire Department during each school year.

Lockdown Drills - In addition, as part of our crisis intervention program, other drills to ensure students' well-being in the event of a school emergency are conducted throughout the school year.

One of the most important goals for St. Agatha School is the safety and well-being of the children and staff. To this end, we need to be fully prepared to maintain a safe environment in all possible scenarios. We will practice Lockdown drills on a regular basis to remain vigilant toward this commitment. These drills involve securing all students and staff within the classrooms or offices. Only emergency personnel are permitted to enter our building during a Lockdown drill. Families will be notified at the conclusion of the Lockdown drill.

School Evacuation – Parent Contact Procedures - In the event of an emergency requiring evacuation, school personnel will contact parents or listed alternative contacts using the numbers in the order listed on the Emergency Contact List. This form is sent to each family annually and must be returned to classroom teachers by the end of the first week of school.

In the event that a parent cannot be reached, the school will attempt to contact one of the alternative individuals designated on the Emergency Contact List. Until the school reaches a parent or a parent-authorized alternative contact, the child will remain with a

response team member. Please be sure that you have returned this form to the office. Should you find it necessary to revise this list at any time during the school year, additional forms can be obtained from the school office.

Children evacuated to the Church will be released when the parent or authorized delegate comes for them. They will be seated in the Church with their class and teacher until their parents arrive.

Remaining calm and following the directions of any crisis team member or school personnel on-site will help expedite the safe dismissal of all the children. Lockdown procedures are reviewed with the staff and students yearly. In the event of a lockdown, parents will be notified as the situation permits.

St. Agatha School reserves the right to amend the Parent and Student Handbook at any time and will notify parents/guardians of any substantial changes.

Appendix A

Saint Agatha School Parent/Student Handbook (Rev. 8/23) Acknowledgement Form 2023-2024

I have read the Saint Agatha School Parent/Student Handbook and all of its contents. I have also discussed these policies with my child. We agree to abide by these policies and procedures. Please return this page to your child's teacher.

Print Parent/GuardianName:_____

Signature of Parent/Guardian: _____

Name of Student: _____

Name of Teacher:_____

Date: _____

Appendix B

Acceptable Use Policy (AUP) for Saint Agatha School Network and Internet Usage

PLEASE SIGN AND RETURN this page regarding the AUP for School Network and Internet Usage as described in the 2023-2024 Parent/Student Handbook.

Parent Responsibility

I accept full responsibility for supervision if and when my child's use is not in a school setting. I understand that my child's violation of the Internet AUP will result in the loss of Internet access and/or my child's user account; may result in other disciplinary action, and may constitute a criminal offense. I hereby give my permission for my child/children to access the Internet and I give permission to the school to issue an account for my child. I certify that the information contained in this application is correct.

Print Parent/GuardianName: _____

Signature of Parent/Guardian: _____

Name of Student: _____

Name of Teacher: _____

Date: _____

Student Responsibility

I understand and agree to adhere to the behaviors outlined in Saint Agatha School's Acceptable Use Policy. I understand that any violation of this policy may result in the loss of Internet and e-mail privileges, or other disciplinary action according to existing school policy. Furthermore, I understand that if I do not sign this Agreement, I will not be permitted to use the Internet and/or e-mail in school.

Print Studentname: _____

Signature of Student: _____

Grade of Student: _____

Date: _____

Appendix C

Saint Agatha School Chromebook Acceptable Use Policy - Grades K - 5

Chromebook/Ipad/Technology Use:

1. I will use Saint Agatha School Chromebooks/IPads/technology as a learning tool for educational purposes as directed by the teacher.
2. I will only use applications/browsers when instructed by my teachers.
3. I will be sure to have permission before taking and/or sending pictures/ video/audio of other people.
4. I will not take or share pictures/video/audio of myself or others except for classroom assignments.

Account Use:

1. I will use my Saint Agatha School school account for school related work and communications.
2. I will only use chat or comment unless a teacher gives permission.
3. I will never use the account of another person.
4. I will not create or share any files unless directed by the teacher.

Laptop/Ipad/Technology Care and Charge:

1. I will not bring Chromebooks, iPads or other technology to the school bathroom or any place where it could be damaged or used inappropriately.
2. I will never leave Chromebooks, iPads or other technology unattended unless directed by my teacher.
3. I will know where Chromebooks, iPads or other technologies assigned to me are at all times.
4. I will make sure Chromebooks, iPads and other technologies are charged and ready to use by returning devices to their assigned carts and plugging them in daily.
5. I will keep food and beverages away from Chromebook, iPad and/or other technologies since food & beverages may cause damage to the device; I will clean the screen with an appropriate cloth when necessary and instructed to do so.
6. I will protect Chromebooks, iPads and other technologies by carrying all devices with two hands and walking.
7. I will always keep my device (iPad, etc) in its case when applicable; When I am not using my device I will keep the case closed securely.
8. I will not disassemble any part of a Saint Agatha School Chromebook, iPad or other technology or attempt any repairs.
9. I will report to my teacher if I think a Chromebook, iPad or other technology has been tampered with.

Other and Damage/Loss:

1. I will use Chromebooks, iPads and other technology in ways that are appropriate and meet the Saint Agatha School Acceptable Use Policy.

PLEASE SIGN AND RETURN this page regarding the AUP for school Chromebook Usage as described in the 2023-2024 Parent/Student Handbook.

Parent Responsibility

I accept full responsibility for supervision if and when my child's use is not in a school setting. I understand that my child's violation of the Internet AUP will result in the loss of Internet access and/or my child's user account; may result in other disciplinary action, and may constitute a criminal offense. I hereby give my permission for my child/children to access the Internet and I give permission to the school to issue an account for my child. I certify that the information contained in this application is correct.

Print Parent/GuardianName: _____

Signature of Parent/Guardian: _____

Name of Student: _____

Name of Teacher: _____

Date: _____

Student Responsibility

I understand and agree to adhere to the behaviors outlined in Saint Agatha School's Acceptable Use Policy. I understand that any violation of this policy may result in the loss of Internet and e-mail privileges, or other disciplinary action according to existing school policy. Furthermore, I understand that if I do not sign this Agreement, I will not be permitted to use the Internet and/or e-mail in school.

Print Student Name: _____

Signature of Student: _____

Grade of Student: _____

Date: _____

Appendix D

Saint Agatha School Chromebook Acceptable Use Policy - Grades 6- 8

Information Technology Resources Acceptable Use Policy for Students in Grades 6-8.

Parents: Please read with your Saint Agatha School Middle School Student. Parents and Middle School Students, please sign and return the bottom portion of this form.

Chromebook/Ipad/Technology Use:

1. I will use my Saint Agatha School Chromebook as a learning tool for educational purposes as directed by the teacher including turning off messaging and message notifications during class.
2. I will use my Saint Agatha School Chromebook in ways that are appropriate and meet the Saint Agatha School Acceptable Use Policy.
3. I will obtain explicit permission before taking and/or sending pictures/video/audio of other people.
4. I will not take or share inappropriate pictures/video/audio of myself or others.
5. I will make sure my Saint Agatha School Chromebook is charged and ready to use for my first class of the day.
6. I will have a protective cover on my Saint Agatha School Chromebook at all times to help protect it.

Email Use: Email and other electronic communication tools can be an effective and efficient means for communication. The guidance below is intended for all Saint Agatha School Middle School students. Saint Agatha School emails and electronic communication should:

- Promote kind, honest, and respectful communication while nurturing a safe learning environment.
- Reflect the spirit of Saint Agatha School.

At Saint Agatha School and when utilizing Saint Agatha School equipment, I will:

1. Use my Saint Agatha School email account for all school related work.
2. Not send emails that contain inappropriate content, harassing/offensive language, gossip, bullying, or viruses.
3. Not send or read email during class time (unless a teacher gives permission).
4. Not use the account of another person.

Chromebook Care:

1. I will notify the Principal immediately if my Saint Agatha School Chromebook is missing or damaged.
2. I will never leave my Chromebook unattended and will know where it is at all times.
3. I will keep food and beverages off my desk when I am working on my Chromebook and will clean the screen with an appropriate cloth when necessary.

Other & Damage/Loss:

1. I understand that the use of electronic resources shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use (as stated in the Acceptable Use Policy).
2. I will notify the school and file a police report with my parents in case of theft or vandalism.

PLEASE SIGN AND RETURN this page regarding the AUP for school Chromebook Usage as described in the 2023-2024 Parent/Student Handbook.

Parent Responsibility

I accept full responsibility for supervision if and when my child's use is not in a school setting. I understand that my child's violation of the Chromebook AUP will result in the loss of Internet access and/or my child's user account; may result in other disciplinary action, and may constitute a criminal offense. I hereby give my permission for my child/children to access the Internet and I give permission to the school to issue an account for my child. I certify that the information contained in this application is correct.

Print Parent/Guardian Name: _____

Signature of Parent/Guardian: _____

Name of Student: _____

Name of Teacher: _____

Date: _____

Student Responsibility

I understand and agree to adhere to the behaviors outlined in Saint Agatha School's Acceptable Use Policy. I understand that any violation of this policy may result in the loss of Internet and e-mail privileges, or other disciplinary action according to existing school policy. Furthermore, I understand that if I do not sign this Agreement, I will not be permitted to use the Internet and/or e-mail in school.

Print Student Name: _____

Signature of Student: _____

Grade of Student: _____

Date: _____