

PARENT/STUDENT HANDBOOK 2025-2026

Please review and Sign before school starts by clicking on the link
below:

[Click here to sign](#)



Table of Contents

General Information

• Mission Statement	4
• Administration and Faculty	4
• After School Program	11
• Student Dress & Grooming	21
• Telephone Use	24
• Visitors Policy	24
• Parent Teacher Organization (PTO)	24
• School Board	24
• Directory and Yearbook Information	36
• Acknowledgment and Consents	43
• Non-discrimination Policy	45

Attendance and Scheduling

• Absences, Tardiness, and Attendance Policy	6
• Early Dismissal Procedure	9
• School Cancellation or Delay Procedure	9
• Morning Procedures and School Hours	10

Transportation and Safety

• Bus Conduct and Transportation Policy	12
• Bus Stop and Route Policy	13
• Walker Safety Guidelines	13

Student Services and Facilities

• Cafeteria Services and Policies	14
• Wellness Policy (link)	15
• Care of School Property and Electronic Device Policy	15
• Emergency School Closing Procedures	16
• Emergency Drill Procedures	17
• Field Trip Policy	17
• Health Center	18
• Leaving School Grounds	20
• Library / Media Center	20
• Liturgy	20
• Planner	20

Academic Policies and Curriculum

• Special Services & Title I Program	25
• Academic Curriculum	25
• FACTS Learning Management System	26
• Grading, Progress Reports, and Report Cards	26
• Honor Roll Criteria (Grade 6-8)	27
• School-Sponsored Activities Policy	28

Table of Contents

Student Conduct and Discipline

• STUDENT RESPONSIBILITY CODE	28
• Alcohol and Controlled Substances	30
• Assaultive Behavior and Fighting Policy	30
• Bullying and Harassment Policy	31
• School Records	35
• Search and Seizure	35
• SMOKING POLICY	36

Legal and Regulatory

• CHAPTER 227: AN ACT PROVIDING FOR DRUG FREE SCHOOL ZONES	36
• Jurisdiction of The School	36

Technology Use

• Acceptable Internet and Technology Use Agreement	38
• AI Policy for Saint Agnes Academy	41

SAINT AGNES ACADEMY MISSION STATEMENT

St. Agnes is a Catholic parish school, united by God's love, living and sharing our faith daily. We strive for academic success while promoting awareness and appreciation of community involvement as a lifestyle. Within this secure, welcoming environment, our experienced, dedicated faculty and staff celebrate the uniqueness of each child from preschool through grade eight.

Administration

- Fr. Brian McGrath bMcgrath@saintagnescc.com
- Principal: Paula Curti pcurti@saintagnescc.com
- Vice Principal: Joseph Maffuccio jmaffuccio@saintagnescc.com
- Administrative Assistant: Rebecca Fleury rfleury@saintagnescc.com
- Business Manager: Karen Chrostowski kchrostowski@saintagnescc.com
- Youth Ministry: Justin Brown Jbrown@saintagnescc.com
- Faith Formation: Lisa Stankiewicz Lstankiewicz@saintagnescc.com

Faculty

Pre-K

- Cassie Kelson ckelson@saintagnescc.com
- Melissa Hassett mhassett@saintagnescc.com
- Sandy Robillard srobillard@saintagnescc.com
- Thomas Reilly (TJ) Treilly@saintagnescc.com
- Sue Strack sstrack@saintagnescc.com
- Kathie O'neil kathie1152@aim.com
- Patricia Zamora pzamora@saintagnescc.com

Kindergarten

- Darcy Patti dpatti@saintagnescc.com
- Stacy Radzick sradzick@saintagnescc.com

Grades 1-3

- Grade 1: Sally Capeless scapeless@saintagnescc.com
- Grade 2: Sarah Pudlo spudlo@saintagnescc.com
- Grade 3: Patricia Todriff ptodriff@saintagnescc.com

Grades 4-5

- Grade 4: Amy Rayner arayner@saintagnescc.com
- Grade 5: Cynthia Grauman cgrauman@saintagnescc.com

Middle School

- Science: Erik Wroldson ewroldson@saintagnescscc.com
- Social Studies & Religion: Katherine Flanders kflanders@saintagnescscc.com
- ELA/LIT: Debra Belland dbelland@saintagnescscc.com
- ELA/Comp: Janine Modestow JModestow@saintagnescscc.com
- Mathematics 7&8: Joseph Maffuccio jmaffuccio@saintagnescscc.com
- Mathematics 6th: Heather Jaracz hjaracz@saintagnescscc.com

Specials

- Spanish: Emiliano Delgado edelgado@saintagnescscc.com
- Physical Education: Collin Parrott, Matt Fisher
- Art: Michael Boroniec mboroniec@saintagnescscc.com
- Music: Andrea Goodman agoodman@saintagnescscc.com
- Technology: 4-8 Michael Boroniec mboroniec@saintagnescscc.com
- Technology: K-3 Heather Jaracz hjaracz@saintagnescscc.com
- Library: Pat Faber prfaber1@nycap.rr.com

Support Staff

- Health Office: Julie and Theresa nurse@saintagnescscc.com
- Title I: Lori Adriance ladriance@saintagnescscc.com
- Title I: Janet Carter jcarter@saintagnescscc.com
- Aftercare: Cassie Kelson: aftercare@saintagnescscc.com
- Kitchen Manager: Ann Kamienski akamienski@saintagnescscc.com
- PTO: pto@saintagnescscc.com

Absences and Attendance

Parent/Guardian Responsibilities

1. Email (preferred) or call St. Agnes Academy at (413) 684-3143 to report your child's absence to Rebecca Fleury at and include absent in the memo line. rfleury@saintagnescc.com.
2. Provide the reason for the absence during the call.

Contact Information Requirements

1. Parents/guardians must provide the school with current contact numbers:
 - Home phone
 - Work phone
 - Emergency contact number
2. Keep all contact information up-to-date with the school office.

School Follow-up Protocol

If a student is absent and the school has not received notification by the designated time, staff will:

1. Call the provided contact numbers
2. Inquire about the reason for the absence

This procedure ensures student safety and complies with current legal requirements for school-family communication.

Attendance Policy

Importance of Regular Attendance

Regular attendance is crucial for student success as it provides:

- Uninterrupted access to academic content
- Continuous direct instruction
- Consistent skill development and knowledge application

Excessive absences (excused or unexcused), tardiness, and early departures negatively impact student performance.

Legal Requirements

St. Agnes Academy adheres to Massachusetts General Law, Chapter 76, Section 2 and Session Laws of 2012, Chapter 222, which mandate:

1. School districts must notify parents if their child has 5 or more unexcused absences per year.
2. School principals must request a meeting with parents/guardians of a child with 5 or more unexcused absences to develop an attendance improvement plan.

Parental Responsibility

Parents/Guardians are legally responsible for ensuring their children's school attendance throughout the academic year.

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St. Agnes Attendance Procedure

When a student is absent, regardless of excused or unexcused, **each student is responsible** for making up work and assignments that were missed. Grading of missed or late assignments due to absences are left to the discretion of the teacher.

After 5 unexcused absences or tardies:

1. An automatic note will be issued through the FACTS system and received by the parents
2. A meeting will be scheduled with the principal.
3. An action plan will be developed to improve attendance.

For persistent attendance issues: Students who miss at least 10% of days enrolled (e.g., 18 days absent when enrolled for 180 school days) are considered [chronically absent](#). National [research](#) shows that chronic absenteeism erodes the academic and social skills needed to succeed in school. [Children living in poverty](#) are more likely to be chronically absent due to life circumstances such as lack of access to health care, housing insecurity, and unreliable transportation.

- The school may seek assistance from the Court (by filing a Failure to Send notice).
- The Department of Children and Family Services may be contacted in extreme cases.

Our goal is to work collaboratively with families to ensure consistent attendance and support student success. We appreciate your cooperation in upholding these standards.

Absence Classification Policy

Excused Absences

The following reasons for absence are considered excused:

1. Illness or medical reasons (if illness is extended has to have doctor's documentation)
2. Bereavement
3. Religious holidays
4. Time spent with a family member home on military leave
5. Court appearances (with documentation)
6. School nurse dismissals (if additional time at home is requested)
7. School related functions

Unexcused Absences

The following reasons for absence are considered unexcused:

1. Vacations
2. Truancy
3. Illness without medical documentation (extended illness)
4. Suspensions

Special Considerations

If your child is missing school due to anxiety or emotional causes:

- Please contact the school administration
- We are here to support you and your child
- Our priority is your child's safety and success in school

Our Commitment

We understand that each student's situation is unique. Our goal is to work collaboratively with families to ensure:

- Regular attendance
- Academic success
- Emotional well-being

If you have any concerns about your child's attendance or need support, please don't hesitate to reach out to our school administration. We are here to help and can provide resources or develop strategies to address any challenges your child may be facing.

School Hours

- Drop off is between 7:30-7:45
- Class starts: 7:50 AM
- Students arriving after 7:45 AM are considered tardy unless arriving on the bus.

Impact of Tardiness

- Late arrivals may disrupt classroom instruction
- Tardy students may have difficulty settling into the classroom routine

Appointments

Please schedule medical and other appointments outside school hours whenever possible.

Reporting Absences

If your child will be absent or tardy:

1. Email Preferred rfleury@saintagnescc.com or call the school at (684-3143) before 8:15 AM
2. To leave a message before 8:00 AM, use the same number: (684-3143)

Note: If we don't receive notification by 8:15AM, our office staff will call you as a precautionary measure.

Medical Documentation

For doctor visits or phone triage:

- Request a note from the doctor to excuse the absence
- The doctor's office can fax notes to: 413-684-3124
- Alternatively, send the note with your child upon their return

Make-up Work

The classroom teacher will provide appropriate make-up work for absences. We appreciate your cooperation in maintaining consistent attendance and promptly reporting any absences. Your efforts

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contribute significantly to your child's academic success and the smooth operation of our school.

Early Dismissal Procedure

Requesting an Early Dismissal

1. Send a note with your child, including:
 - Date of dismissal
 - Time of dismissal
 - Name of the person picking up the child
 - Reason for dismissal

Pick-up Process

1. Adults must report to the office to sign out the child.
2. Office staff will call for the child to be sent to the office.
3. Do not go directly to the child's classroom.

Important Time Restrictions

- No office dismissals after 1:45 PM due to afternoon bus dismissal procedures.

Safety Measures

1. Unknown individuals will be asked to provide proper identification before the child is released.
2. All visitors must use the front entrance and ring the bell for entry.

Identification Verification

- Be prepared to show identification if requested by office staff.

Building Access

- For security reasons, all visitors must enter through the front entrance only.

Our Commitment to Safety

These policies are in place to ensure the safety of our entire school community. We appreciate your understanding and cooperation in following these procedures. Remember, your child's safety is our top priority. Thank you for helping us maintain a secure environment for all students and staff.

School Cancellation or Delay Procedure

Notification Process

In the event of school cancellation or delay due to inclement weather or other emergencies:

1. Parents will be contacted as soon as possible via:
 - Automated telephone service
 - Text message
 - Email

Alignment with Local District

St. Agnes Academy follows the calendar and cancellation/delay schedule of the Central Berkshire Regional School District.

Additional Information Sources

You can also find Central Berkshire school status updates on:

- Local radio stations
- Television stations (Albany area)

Decision Criteria

Cancellations or delays are typically based on:

- Poor weather conditions
- Other emergency situations

Importance of Updated Contact Information

To ensure you receive timely notifications:

- Keep your contact information current with the school office
- Inform the school of any changes to phone numbers or email addresses

Our priority is to communicate any changes to the school schedule as quickly and efficiently as possible to ensure the safety of our students and staff. We appreciate your attention to these announcements and your cooperation during weather-related or emergency events.

Morning Procedures and School Hours

Full Day Schedule

- Start: 7:30 AM
- Dismissal: 2:00 PM

Half Day Schedule

- Start: 7:30 AM
- Early Dismissal: 11:00 AM

Two-Hour Delay Schedule

- Delayed Start: 9:30 AM
- Regular Dismissal: 2:00 PM

Important Notes

- Students should be in their classrooms ready to begin the day by 7:45 AM.

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- Parents/guardians should make appropriate arrangements for pick-up based on the day's schedule (full day, half day, or delayed start).

We appreciate your cooperation in ensuring students arrive and depart at the appropriate times. Adhering to these schedules helps us maintain a safe and efficient learning environment for all students.

After School Program

Hours and Location

- Daily following dismissal to 5:30 PM (Parents/guardians must pick up students by 5:30)
- Held in the Prek Building

Activities

Students can:

- Play
- Rest
- Do homework
- Fun activities and craft

Cost and Billing

- \$10.00 per hour
- Billed monthly
- Families owing more than two months' payments may lose access until fees are paid or arrangements made

Registration

- Required form available on first day of school or by calling 684-3143
- Return completed form to school office as soon as possible

Supervision and Discipline

- Supervised by St. Agnes Staff
- Regular school day discipline policy applies

Late Pick-up Policy

- Program ends promptly at 5:30 PM
- \$25.00 late fee for pick-ups after 5:30 PM

Weather and Cancellations

- Parents notified as soon as possible if canceled due to inclement weather or other circumstances

Important Note

Parents are urged to pick up children on time to allow staff to return to their families

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Bus Conduct and Transportation Policy

Student Responsibilities

- Students are expected to behave as guests on the bus.
- Good order and discipline must be maintained for safety reasons.

Authority

- Students are under the authority of the School and the bus driver.
- The bus driver is a legal representative of the school.

Consequences for Misconduct

1. Transportation privileges may be suspended for misbehavior.
2. During suspension, parents are responsible for student transportation to and from school.

Grounds for Disciplinary Action

- Disorderly conduct
- Student refusal to submit to the driver's authority

School's Right to Deny Transportation

- The school is not obligated to provide transportation to students who cannot behave appropriately on the bus.

Disciplinary Process

- Disciplinary actions align with the School Committee's general rules and regulations.
- The duration of bus suspension will be determined based on the severity and frequency of misconduct.

Parent/Guardian Responsibility

- Ensure alternative transportation during any bus suspension period.
- Reinforce proper bus behavior with your child.

Our primary concern is the safety of all students during transportation. We appreciate your cooperation in maintaining a safe and orderly environment on our school buses.

Bus Stop and Route Policy

Standard Practice

- Students are encouraged to use the same bus stop for both morning (AM) and afternoon (PM) transportation.

Alternate PM Arrangements

For day care requirements, different PM stops or routes may be accommodated:

- Subject to space availability
- Must be on a regular basis

Conditions for Alternate PM Service

1. Space must be available on the requested bus route
2. The alternate arrangement must be consistent (e.g., same stop every Monday and Wednesday)

One-Time Changes

- Allowed only for legitimate family emergencies
- Must be approved by the school office and the bus company

Requesting Changes

For any deviation from standard bus stops or routes:

1. Submit request to the school office
2. Provide at least 48 hours' notice before the requested change

Important Notes

- Regular, consistent bus schedules help ensure student safety and efficient transportation
- The school reserves the right to deny requests if they cannot be safely accommodated

We appreciate your understanding and cooperation in adhering to these guidelines. Our primary goal is to provide safe and efficient transportation for all students.

Walker Safety Guidelines

General Rules

1. Use public sidewalks for your route to and from school.
2. Do not take shortcuts through private property.

Winter Precautions

During snowy conditions when sidewalks may be inaccessible:

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- Walk on the left side of the road, facing traffic.
- Proceed in a single file line for maximum visibility and safety.

Important Safety Reminders

- Always be aware of your surroundings.
- Follow all traffic signals and crosswalk rules.
- Wear bright or reflective clothing during dark winter mornings or evenings.

Parent/Guardian Responsibilities

- Review these safety guidelines with your child regularly.
- Ensure your child has appropriate clothing for walking in various weather conditions.
- Consider accompanying younger children or arranging walking groups for added safety.

Our priority is the safety of all our students, whether they arrive by bus or on foot. We appreciate your cooperation in following these guidelines and teaching your children about pedestrian safety.

Cafeteria Services and Policies

Lunch Program

- Our cafeteria provides nutritional lunches in compliance with Massachusetts Department of Elementary and Secondary Education guidelines.
- Chewing gum and candy are prohibited on school premises, except in special circumstances when distributed by a teacher for educational or celebratory purposes.

Pricing

- School lunch: \$3.00 Unless otherwise confirmed free for all
- Milk: \$0.40 (as per Federal guidelines) Unless otherwise Confirmed free for all

Free and Reduced-Cost Lunches

- Eligible families should complete and submit appropriate paperwork to the Principal.
- This process is confidential, and each child's lunch account status remains private.

Lunch Account System (Unless Confirmed Free For All)

1. Each child has an individual lunch account.
2. Parents are encouraged to deposit funds into this account for school lunch purchases.
3. The account is debited when lunches are purchased.
4. Parents will be notified when the account balance is low.

Payment Methods

- Send checks to the main office for deposit into your child's account.
- Pay through your family portal

Account Management

- The school reserves the right to discontinue lunch program services for students with depleted

accounts.

- Legal action may be pursued in cases of long-standing unpaid balances.

Important Notes

- Regular deposits ensure uninterrupted access to school lunches.
- Contact the school office with any questions about account balances or payment options.

We strive to provide nutritious meals to all our students and appreciate your cooperation in maintaining funded lunch accounts. If you experience financial difficulties, please contact the school office to discuss potential solutions or assistance programs.

Wellness Policy

Care of School Property and Electronic Device Policy

General Expectations

All students are expected to treat school property with respect, including:

- Buildings
- Books
- Lockers
- Musical instruments
- Technology devices
- Gym equipment
- classroom furniture

Lockers (Where Applicable)

- Middle school students will be assigned individual lockers.
- Students must use only their assigned lockers.
- Lockers are school property and may be inspected by administration at any time.

Textbooks and Library Books

- Students are responsible for all books issued to them.
- Books must be returned in good condition at the end of the school year.
- Replacement costs will be charged for damaged or lost books.

Electronic Devices Usage restrictions:

- No use between 7:50 AM and 2:30 PM, unless authorized by a teacher for class use .
- Indoor recess does not allow for any electronic devices to promote social interaction.
- Devices include: cell phones, iPads, smart watches, and similar items.

Storage requirements:

- Devices must be turned off and stored in lockers or backpacks during school hours.

Consequences

Failure to comply with these policies may result in:

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- Confiscation of the device which will be in the office for parent pickup.
- Disciplinary action as determined by school administration
- Potential loss of privileges

Parent/Guardian Responsibility

- Ensure your child understands and follows these policies.
- Support the school in enforcing these rules to maintain a focused learning environment.

Our goal is to maintain a respectful and productive learning environment. We appreciate your cooperation in adhering to these guidelines for the benefit of all students and staff.

Emergency School Closing Procedures

In the event of necessary school closures, delayed starts, or early dismissals:

Notification Methods

1. Automated phone/text message (based on central berkshire district)
 - Sent to the phone number on file for each family
2. Local media announcements
 - Area radio stations
 - TV stations

Types of Schedule Changes

- Full school closure
- Delayed start
- Early dismissal

Important Notes

- Decisions are made with student and staff safety as the primary concern.
- The school aims to make and communicate these decisions as early as possible.
- Ensure your contact information is up-to-date with the school office to receive timely notifications.

Parent/Guardian Responsibilities

- Have a plan in place for unexpected schedule changes.
- Monitor local media and check your phone for messages from the school during inclement weather.
- Arrange for alternative childcare or transportation if needed.

St. Agnes Academy strives to provide timely and accurate information during emergency situations. We appreciate your understanding and cooperation during these events to ensure the safety of all students and staff.

Emergency Drill Procedures

At St. Agnes Academy, we prioritize student and staff safety by conducting regular emergency drills throughout the school year. These drills include:

Types of Drills

1. Fire Drills
2. Lockdown Drills
3. Evacuation Drills

Frequency

Multiple drills of each type will be conducted during the academic year.

Procedure

- Each room in the building has specific instructions for emergency situations.
- Staff members will thoroughly familiarize students with the appropriate procedures for each type of drill.

Student Expectations

- Pay close attention during drill instructions
- Follow all directions promptly and calmly
- Remain quiet to hear any additional instructions
- Take all drills seriously, as they prepare you for real emergencies

Staff Responsibilities

- Review emergency procedures regularly with students
- Guide students through each drill, ensuring proper protocol is followed
- Provide feedback to administration on drill effectiveness

Parent/Guardian Information

- Drills are conducted without prior notice to simulate real emergency conditions
- In the event of an actual emergency, parents will be notified through our established communication channels

Our goal is to ensure that all members of our school community are prepared to respond quickly and appropriately in any emergency situation. Regular practice through these drills is an essential part of our safety strategy.

Field Trip Policy

Field trips are an important part of the educational experience at St. Agnes Academy. However, participation is a privilege based on several factors:

Eligibility Criteria

Students must be in good standing in the following areas:

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1. Academic performance
2. Attendance record
3. Adherence to student code of conduct
4. Meeting field trip deadlines
5. Administration discretion

Permission Forms

- A signed permission form is mandatory for participation.
- No exceptions will be made for missing permission forms.
- Students without permission forms will remain at school during the field trip.

Decision-Making Process

Eligibility decisions are made by a committee consisting of:

- The student's teachers
- The Principal

This committee carefully evaluates each student's individual circumstances.

Parent/Guardian Responsibilities

- Return permission forms by the specified deadline.
- Ensure your child meets all eligibility criteria.
- Communicate any concerns or special needs well in advance of the trip.

Student Expectations

- Maintain good academic standing and attendance.
- Follow school rules and behave appropriately.
- Submit all required forms and payments on time.

Important Notes

- Field trips are designed to enhance classroom learning.
- Students who do not participate may be given alternative assignments.
- The school reserves the right to deny participation based on safety or behavioral concerns.

We believe field trips provide valuable learning experiences outside the classroom. By adhering to these guidelines, we ensure that these trips are safe, educational, and enjoyable for all participants.

Health Center

Screenings

- **Physical Exams:** All students entering 4th and 7th grade must have a physical exam on file with the school nurse. The exam should be within 12 months of starting 7th grade and must be mailed or brought to the school nurse.
- **State-Mandated Screenings:**
 - Vision: Pre-K through 6th grade
 - Hearing: Pre-K, 3rd, and 7th grades

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- BMI: 1st, 3rd, and 7th grades
- Postural: 5th through 8th grades

Parents will be notified of screening results only if follow-up with a physician is required.

Emergency Cards

- An emergency card is kept by the nurse for each student.
- Notify the nurse of any changes in your child's health, medication, immunizations, or emergency contacts during the school year.
- Emergency cards should be returned the first week of school and include permission for the nurse to administer certain medications if needed.

Illness and Injury

- The nurse will provide first aid and nursing assessment/care in case of injury or illness.
- If emergency medical services are required, every effort will be made to contact the parent/guardian.

Medication Administration

- Written physician orders and parent/guardian permission are required for long-term medication administration during the school day.
- All medications must be delivered to the school nurse in a pharmacy-labeled container.
- Students are responsible for reporting to the nurse for scheduled medication.

Immunization Requirements

- Massachusetts State Law requires proof of required immunizations before attending school.
- Exceptions are only accepted for medical or religious reasons.

Health Guidelines

- Students should stay home if they have a fever over 99 degrees, vomiting, or diarrhea in the last 24 hours.
- Notify the school nurse if your child develops a contagious illness or sustains a significant injury.
- Students with chronic health conditions should meet with the school nurse at the beginning of the year to develop or update their health care plan.

Access to the Nurse

- Students may discuss any problem or concern with the school nurse.
- A parent or teacher may refer a student to the nurse if a concern becomes evident.
- Students must get a pass from their teacher before reporting to the nurse, unless it is an emergency situation.

Homework

Homework is a vital part of the academic program, designed to be meaningful, purposeful, and manageable for students to complete independently. Homework serves several purposes:

1. Deepen understanding of important questions.

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2. Practice previously taught skills or concepts.
3. Promote good study habits.
4. Introduce new content.

Homework is an essential aspect of the learning experience and will be reflected in the student's overall grade.

Leaving School Grounds

- Students may not leave school grounds during the school day without special permission from the principal.
- Bus students must remain on school property upon arrival in the morning.

Library / Media Center

- The St. Agnes Library is open during regular school hours.
- All students in grades K-8 have scheduled library visits once a week.

Liturgy

- All students attend Mass once a month and on all Holy Days that fall during the school week.
- Parents are encouraged to attend all liturgies and celebrations.
- Watch the school calendar and parish bulletin for announcements regarding liturgies.

Planner

- Each student in grades 1-8 will receive a planner on the first day of school.
- Students should have their planners with them at all times.
- Lost or damaged planners can be replaced through the office.
- The planner is used for tracking school assignments, important activities, and communication between home and school.

Students Dress & Grooming

At St Agnes we are committed to a specific uniform for all students to ensure a safe and respectful school environment. This dress code has been shown to enhance our educational interests by:

- Focusing attention on learning/Increasing school unity and pride
- Ensuring safety/Reducing discipline problems
- Improving self-respect/Promoting our mission

Gender /Grades	Shirt	Trouser/Skirt	Socks	Shoes	Sweater/sweatshirts	Other/notes
Male K-5	White oxford with button down collar	Navy pants	White, Khaki, or Navy crew socks	Completely Black Shoes	Must have SAA logo to be allowed	Plaid Tie, Black Belt, Shirts tucked
Female K-5	White shirt w/ Peter Pan collar*	Plaid drop waist jumper	Navy socks ,tights, or legging	Completely Black Shoes	Must have SAA logo to be allowed	
Male 6-8	White oxford with button down collar	Khaki slacks	Khaki crew socks	Completely Black Shoes	Must have SAA logo to be allowed	Striped Tie, Black Belt, Shirts tucked
Female 6-8	White oxford open collar shirt.	Plaid skirt or skort, knee length, or khaki slacks	Navy knee socks or tights	Completely Black Shoes	Must have SAA logo to be allowed	

Approved Supplier

All official uniform items must be purchased from Donnelly's Uniforms, our designated supplier, with the following exceptions:

- Belts
- Socks
- Shoes
- Gym(either Donnelly's or The Swans Brothers)

Physical Education Attire (K-8)

Students should wear their gym uniforms to school on Physical Education days. The gym uniform consists of:

- Solid t-shirt with Saint Agnes Logo
- Solid gray or blue bottoms Saint Agnes Logo (choice of):
 - Shorts (longer than fingertips no rolling shorts)

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- Sweatpants
- Wind pants
- Sneakers
- Optional: Solid sweatshirt with SAA logo

Note: Students will not change clothes during the school day for Physical Education classes.

Important Guidelines

1. Gym uniforms are to be worn for the entire school day on designated Physical Education days.
2. All students must adhere to this policy to maintain a consistent and appropriate appearance.
3. Ensure all uniform items are clean, well-maintained, and properly fitted.

By following these guidelines, we can maintain a neat and cohesive appearance for our student body while ensuring comfort during physical activities.

Student Hair Policy

General Guidelines

1. **Appearance: Hair must be maintained in a neat and tidy manner.**
2. **Visibility:** Hairstyles should not obstruct the student's vision. Eyes must remain fully visible at all times.
3. **Natural Appearance:** We encourage students to maintain their natural hair color and texture.

Prohibited Styles and Treatments

1. **Artificial Colors:** Unnatural hair colors such as purple, green, blue, or any other non-traditional shades are not permitted.
2. **Hair Extensions:** The use of hair extensions is not allowed.
3. **Distracting Styles:** Any hairstyle that may cause distraction to the student themselves or their peers is not acceptable.

Compliance

Students are expected to adhere to these guidelines throughout the academic year. The school administration reserves the right to determine whether a hairstyle complies with this policy. Our aim is to maintain a learning environment free from unnecessary distractions while allowing students to express themselves within reasonable boundaries. We appreciate your cooperation in upholding these standards.

Jewelry

Bangle style bracelets or any other form of jewelry that is noisy or distracting is not allowed. Earrings should be “stud” style or hug the earlobe. Large, distracting necklaces or headbands are not allowed. Any noserings will need to be removed during school hours.

Makeup

Makeup in any form is not acceptable for student wear. Nails should be clean and cut neatly.

Hats

Hats may not be worn in the building.

Labeling Clothing

- It is strongly recommended that all clothing items, especially for younger students, be labeled with the student's name or initials.
- Use a permanent marker to write on the inside of the clothing.
- This helps in returning misplaced items to their rightful owners.

Uniform Expectations

- Students are expected to be in full uniform at all times unless otherwise notified.
- The principal reserves the right to determine the acceptability of questionable items.

Non-Compliance Procedures

1. Students arriving in inappropriate clothing will be required to call home for replacement items.
2. Repeated infractions will be treated as a disciplinary issue and parents will be contacted for a meeting.

Parent Notification

- Parents will be notified if their child is not dressed appropriately.

Exceptions

- Special dress days (e.g., field trips, field days) will be communicated in advance.

Important Notes

- Consistently adhering to the uniform policy helps maintain a focused learning environment.
- Parents should regularly check their child's uniform for proper fit and condition.
- If you have concerns about uniform requirements, please contact the school office.

We appreciate your cooperation in ensuring that all students are properly attired for school. This policy helps create a positive and equitable learning environment for all students.

Advantages of School Uniforms

1. **Focus on Learning**
 - Shifts emphasis from clothing to academic pursuits
2. **Simplification**
 - Streamlines daily dressing routines
 - Simplifies dress code enforcement
3. **Reduced Social Pressure**
 - Minimizes peer pressure related to clothing
 - Reduces social stigmas associated with clothing choices
4. **Character Development**
 - Encourages recognition of personality and character traits over appearance

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5. **Economic Equality**
 - Diminishes visible economic disparities among students
6. **Cost-Effective**
 - Lowers long-term clothing expenses for families
7. **Group Cohesion**
 - Allows for a unified presentation as a school community
8. **Enhanced Security**
 - Facilitates easy identification of outsiders on school grounds
9. **School Spirit**
 - Promotes a sense of belonging and school pride
10. **Reduced Theft**
 - Decreases incidents of clothing-related property theft
11. **Practical Maintenance**
 - Simplifies laundry routines for families

These advantages contribute to creating a positive, focused, and equitable learning environment. By implementing a uniform policy, St. Agnes Academy aims to support students' academic and personal growth while minimizing distractions and promoting a sense of community.

Telephone Use

- School telephones are for business purposes.
- Students may use phones only with adult permission.
- Personal cell phones brought to school must be shut off, and kept in the student bag. Any cell phone will be collected by a teacher

Visitor Policy

- All visitors, including volunteers, must:
 1. Identify themselves at the main office
 2. Sign in
 3. Wear ID badges while on premises
 4. Sign out before leaving

Parent Teacher Organization (PTO)

- All parents are automatic members.
- The PTO actively supports school activities, including:
 - Family nights
 - Special events
 - Field trips
- Volunteers are always welcome.
- Consider becoming an officer by contacting the principal.

School Board

- Advisory board meeting monthly
- Purpose:
 - Provide input to pastor and Principal
 - Assist in development, implementation, and assessment of school matters
 - Contribute to formation of long-term plans

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Special Services & Title I Program

Special Services

- In accordance with Massachusetts Law:
 - Students with unmet needs may be referred for evaluation by their home district's student services staff.
 - Evaluations determine how to best meet individual student needs.
 - Parents, faculty members, or administrators can request evaluations.
 - If you suspect your child has special needs, contact their teacher or the Principal to initiate necessary procedures.

Title I Program

- Offers support in reading and mathematics
- Federally funded, administered by local public school districts
- Contact the Principal to discuss eligibility requirements

We encourage parent involvement in these various aspects of school life to enhance our educational community. Your participation helps create a richer learning environment for all students.

Academic Curriculum

All students in grades K-8 are engaged in the following core subjects:

1. Mathematics
2. Science
3. Language Arts
4. Reading
5. Social Studies
6. Religion

Key Points:

- This comprehensive curriculum provides a well-rounded education for all students.
- Each subject is designed to build knowledge and skills progressively from kindergarten through 8th grade.
- The inclusion of Religion as a core subject reflects the school's commitment to faith-based education.

Additional Notes:

- Specific content and depth of study in each subject area will vary by grade level.
- The curriculum is designed to meet or exceed state educational standards.
- Teachers may integrate these subjects in interdisciplinary units when appropriate.
- Supplementary subjects (e.g., art, music, physical education) may also be part of the overall educational program.

This core academic program aims to provide students with a strong foundation for future learning and personal growth. Parents are encouraged to engage with their children about their studies in these key areas.

In addition these students take the following minor subjects:

Art, Music, Technology, Physical Education and Spanish.

St. Agnes Academy follows the Massachusetts Curriculum Frameworks

For a more detailed description of any course, please contact your child's teacher directly or visit our website

FACTS Learning Management System

St. Agnes Academy utilizes FACTS, an online learning management system (LMS), for grades Pre-K through 8.

Key Features:

1. **Grading:** Teachers input and manage student grades.
2. **Attendance:** Daily attendance tracking.
3. **Scheduling:** Manages course, teacher, and student schedules.

Benefits:

- **Real-time Access:** Parents and students can view grades and attendance information immediately.
- **Enhanced Communication:** Facilitates better communication between parents, students, and teachers.
- **Student Responsibility:** Encourages students to take ownership of their learning.

Implementation:

- Information on accessing FACTS is sent home at the beginning of each school year.

Purpose:

The primary goals of using FACTS are to:

1. Increase transparency in the educational process.
2. Improve collaboration among all stakeholders.
3. Provide parents with more detailed information about their child's academic progress.

By implementing FACTS, St. Agnes Academy aims to create a more connected and informed school community, supporting student success through increased engagement and communication.

Here's a detailed summary of the grading, progress report, and report card policies at St. Agnes Academy:

Grading, Progress Reports, and Report Cards

Pre-Kindergarten

- **Report Cards:** No report cards for the first marking period.
- **Focus Areas:** Social/emotional growth, self-help, fine motor skills, and readiness skills

Kindergarten to Grade 3 Grading System: Standards-based with letter grades reflecting mastery of skills

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- **Kindergarten:**
 - No report cards for the first marking period
 - Parent/Teacher conferences to discuss conduct and academic progress
- **Grades 1-3:**
 - Report cards issued for four marking periods

Grades 4 to 8 Grading Scale

- **A+ (97-100)**
- **A (94-96)**
- **A- (90-93)**
- **B+ (87-89)**
- **B (84-86)**
- **B- (80-83)**
- **C+ (77-79)**
- **C (74-76)**
- **C- (70-73)**
- **D+ (67-69)**
- **D (64-66)**
- **D- (60-63)**
- **F (Below 60)**

Reporting

- **Academic Quarters:** Four (4) quarters in the school year
- **Report Cards:** Sent electronically at the end of each quarter
- **Communication:** Teachers may contact parents/guardians if a student is not performing well in a subject

General Notes

- **Progress Inquiries:** Parents are encouraged to contact teachers with any questions about their child's progress

By adhering to these grading and reporting policies, St. Agnes Academy ensures that parents are well-informed about their child's academic progress and development. Regular communication between teachers and parents helps support student success and address any concerns promptly.

Honor Roll criteria Grade 6-8

High Honors: The student's average for all major subjects is 95 or higher.

The student has received no lower than 87 in any major subject.

The student has received no more than one N in conduct and no U.

The student has received no less than S in work habits.

Honors: The student's average for all subjects is 85 or higher.

The student has received no lower than 80 in any subject.

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The student has received no more than one N in conduct and no U.

The student has received no less than S in work habits.

Merits: The student's average for all major subjects is 80 or higher.

The student has received no lower than 73 in any major subject.

The student has received no more than one N in conduct and no U.

The student has received no less than S in work habits.

School-Sponsored Activities Policy

1. Behavior Expectations

- Students must be on their best behavior at all school-sponsored activities.
- All regular school rules remain in effect during these events.

2. Attendance Rules

- No loitering outside the building is permitted.
- Once students arrive, they must stay inside the venue.
- Students who leave are not allowed to re-enter.

3. Participation Restrictions

- Students who are suspended, absent, or dismissed due to illness on the day of an activity cannot participate.
- Students who receive an office disciplinary referral with consequences will be barred from the next school function.
- This may also apply to students who chronically fail to complete schoolwork.

4. Safety and Supervision

- These rules are in place to ensure student safety and proper supervision during school-sponsored events.

This policy aims to maintain a safe and orderly environment during school activities while ensuring that participation is a privilege earned through good behavior and academic responsibility.

Related

STUDENT RESPONSIBILITY CODE

1. All students are expected to adhere to standards which place their honesty, self-respect, respect for others and qualities of good character above all else.
2. Students must treat teachers and other students with respect, regardless of sex, race, color, creed, ethnic background, socio-economic status, or minority group membership.
3. Students must refrain from impairing the educational process or depriving students or teachers of their right to learn or teach.
4. Students must respect the personal property of others as well as school property.
5. Students must refrain from acts endangering students or teachers, or impairing the condition or maintenance of school buildings or grounds.
6. Students must recognize the authority of teachers and adults.
7. Students must refrain from rude language or conduct.
8. Students must adhere to school rules and attempt to institute change through legally acceptable channels.
9. Students must apply their best efforts in studying and learning in each subject and class.
10. Students must keep their parents and or/guardians informed of all important school matters and events.
11. Students must respect the rights of others including but not limited to other students' online interaction.

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12. Students must respect the individual right of each human being to differ and be different from them.

Violations of Student Responsibilities

Handling of Offenses

1. **Minor and Infrequent Offenses**
 - Handled by the individual classroom teacher
2. **Frequent or Serious Offenses**
 - Result in formal discipline
 - Referred to the principal

Progressive Penalties

Penalties escalate based on the frequency and severity of the offense:

1. **First Offense**
 - Warning
2. **Second Offense**
 - Loss of recess
 - Parent notification via call or note by the teacher
3. **Third and Subsequent Offenses**
 - Request for parent meeting
 - Discussion of possible suspension

Important Notes

- The severity of the offense may influence the level of penalty applied.
- This progressive system aims to:
 - Encourage positive behavior
 - Provide opportunities for correction
 - Involve parents in addressing behavioral issues
- The school reserves the right to adjust penalties based on the specific circumstances of each case.

This policy is designed to maintain a positive learning environment while providing clear consequences for violations of student responsibilities code of conduct. It emphasizes communication with parents and gives students opportunities to improve their behavior before more serious consequences are implemented.

Alcohol and Controlled Substances

Possession and/or distribution of controlled substances (drugs) carries with it heavy penalties and is prohibited by law

Drug

As defined in Chapter 94, Section C of the Massachusetts General Laws, stimulants, amphetamines, depressants, tranquilizers, narcotics, relaxants, and hallucinogens or any other controlled substance regulated by the FDA and not administered as a properly prescribed medication.

Look-Alike-Drug

A substance or combination of substances, liquid or solid, which stimulate, appear like, or are intended to be drugs. (Examples are dry spices in cigarette wrappers and over the counter prescription drugs passed off as controlled substances.)

Use: The ingestion, inhalation, or injection of an alcoholic beverage, drug, or look-alike- drug.

Possession: The possession of an alcoholic beverage, drug, or look-alike-drug or drug paraphernalia

- a) on one's person, or
- b) among one's personal possessions such as a locker, book bag or purse, or within the reasonable immediate vicinity of the person.

If a student is found to be in possession or under the influence of drugs or alcohol, they will be immediately evaluated by the school nurse and parents or guardians will be contacted. Parents will be required to meet with school administration and consequences, including suspension and expulsion will be considered.

Assaultive Behavior and Fighting Policy

Prohibited Behavior

- Any type of intentional physical contact between students is not permitted.

Consequences

1. **General Consequences:**
 - Students engaging in assault or fighting will be subject to disciplinary action.
 - Consequences may include suspension.
2. **Repeated Offenses:**
 - Students who routinely engage in assaultive behavior or fighting may face expulsion from school.

Important Notes

- This policy aims to maintain a safe and respectful school environment for all students.
- The school takes physical altercations seriously, regardless of the circumstances.
- The severity of the consequence may depend on the nature and frequency of the incident.

Bus Misconduct and Progressive Consequences

General Note

- Suspension of bus privileges does not excuse school attendance.
- Parents are responsible for arranging alternative transportation during bus suspensions.

Progressive Consequences

1. **First Offense**
 - May result in a warning letter to parents
 - Serious offenses may lead to suspension of bus privileges for up to 10 days (typically 3 days)
2. **Second Offense**
 - May result in suspension of bus privileges
 - Typically 7 days, but can be up to 10 days based on severity
3. **Third and Subsequent Offenses**
 - May result in suspension of bus privileges
 - Principal may impose long-term suspension
4. **Fourth and Subsequent Offenses**
 - May result in permanent suspension of bus riding privileges

Additional Note

- Parents are responsible for restitution for damages to the school bus or other properties resulting from their children's actions.

Weapons Policy

- Weapons and "look-alike" weapons are prohibited in all Massachusetts schools.
- Definition of a weapon: Any item that may be used to cause harm (device, instrument, material, or substance, animate or inanimate).
- Consequences: Students found in possession of a weapon will be disciplined by the principal in accordance with state and local laws.

These policies underscore St. Agnes Academy's commitment to maintaining a safe environment for all students, both on school grounds and during transportation. The progressive nature of the bus misconduct consequences allows for correction of behavior while emphasizing the seriousness of repeated offenses. The weapons policy aligns with state regulations and prioritizes student safety.

Bullying and Harassment Policy

Definitions

1. **Bullying**
 - Repeated use by one or more students of written, verbal, or electronic expressions, or physical acts or gestures, directed at a target that:
 - Causes physical or emotional harm to the target or damage to the target's property.

- Places the target in reasonable fear of harm to themselves or damage to their property.
- Creates a hostile environment at school for the target.
- Infringes on the rights of the target at school.
- Materially and substantially disrupts the education process or the orderly operation of the school.

2. Cyber Bullying

- Bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet.
- Includes email, instant messages, text messages, and Internet postings.

3. Harassment

- Persistent irritation or torment based on race, color, gender, national origin, disability, physical or personal characteristics, or appearance.

4. Sexual Harassment

- Unwelcome advances, requests for favors, and other verbal or physical conduct of a sexual nature.
- Such conduct creates an intimidating, hostile, humiliating, or sexually offensive educational environment.

Policy Overview

St. Agnes Academy is committed to maintaining a learning and working environment free of all forms of bullying and harassment, including physical, verbal, sexual harassment, and cyber bullying.

Examples of Bullying

- Intimidation (physical or psychological)
- Threats (stated or implied)
- Assaults (verbal, physical, psychological, emotional)
- Attacks on school property
- Cyber bullying through social networks, texting, email, etc.

Enforcement

- Scope: Bullying or harassment is prohibited in the school building, on school grounds, on the bus or school-sanctioned transportation, and at school-sponsored functions.
- Consequences: Violations will result in disciplinary action, up to and including suspension, expulsion, and/or court action.

Investigation

- The school will promptly and reasonably investigate all allegations of harassment, including bullying.
- The principal or her designee is responsible for handling all complaints.

Contact Information

- Bullying or Harassment Contact:
 - Name: Paula Curtii, Principal
 - Phone: (413) 684-3143
 - Email: pcurti@saintagnescc.com

Important Notes

- School staff will clearly communicate to students that bullying or harassment will not be tolerated.
- The policy aims to create a safe and respectful environment for all students.

By adhering to this policy, St. Agnes Academy ensures a supportive and secure environment conducive to learning and personal growth. The school takes all forms of bullying and harassment seriously and is committed to addressing and resolving such issues promptly.

Saint Agnes Bullying Policy *Introduction (from the Diocese of Springfield Policy)*

The Diocese of Springfield ("Diocese") and the Catholic Schools Office ("CSO") believe that each Catholic school in the Diocese of Springfield must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Each child should be challenged to reach his/her full potential, develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards and where no student shall be subjected to Bullying, Cyber-Bullying or Retaliation. Bullying, Cyber-Bullying or Retaliation or other disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and embracing environment. Pastors, principals, faculty, Staff and volunteers are expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, Cyber-Bullying and Retaliation are not to be tolerated.

Accordingly, William Byrne, Bishop of Springfield, (the "Bishop") hereby promulgates this Bullying Prevention Policy (the "Policy") which shall be applicable to all Catholic parish schools and all other Catholic schools over which the Bishop has authority to appoint trustees, directors, governors or officers (each herein sometimes referred to as a "school").

Bullying Policy Definitions and Procedures

Key Definitions

1. **Aggressor:** A student who engages in Bullying or Retaliation.
2. **Bullying:** Repeated use of written, verbal, electronic expression, or physical acts directed at a Target that:
 - Causes physical or emotional harm
 - Creates fear of harm
 - Establishes a hostile environment
 - Infringes on the Target's rights
 - Disrupts the education process

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3. **Cyber-Bullying:** Bullying through technology or electronic communication.
4. **Hostile Environment:** A situation where bullying creates pervasive intimidation, ridicule, or insult.
5. **Retaliation:** Any form of intimidation or reprisal against those reporting or investigating bullying.
6. **Target:** A student against whom Bullying or Retaliation is perpetrated.

Policy Scope

- Applies to all students and staff, regardless of legal status.

Training and Publication

- Annual staff training on the Bullying Prevention Plan.
- Notice provided to staff at the beginning of each school year.
- Relevant sections included in employee and student handbooks.

Reporting Procedures

- Immediate reporting of witnessed Bullying or Retaliation to the Principal.
- Anonymous reports accepted, but no disciplinary action taken solely on anonymous reports.
- Protection for those reporting Bullying.
- False accusations subject to disciplinary action.

Investigation Process

- Principal or designee promptly investigates reports.
- Uses "Bullying Prevention and Intervention Incident Reporting Form" .

Important Notes

- All students and staff are afforded equal protection.
- The policy aims to create a safe, respectful school environment.

This comprehensive policy demonstrates St. Agnes Academy's commitment to preventing and addressing bullying in all its forms, ensuring a safe learning environment for all students.

Bullying Response Procedures

When bullying or retaliation is confirmed:

1. Notify local law enforcement if criminal charges may be pursued
2. Take appropriate disciplinary action
3. Notify parents/guardians of the aggressor
4. Notify parents/guardians of the target about actions taken to prevent further incidents
5. For incidents involving multiple schools, notify other schools' administrators
6. Contact law enforcement for incidents involving former students under 21

Disciplinary Approach

- Balance accountability with teaching appropriate behavior
- Notify parents/guardians of both target and aggressor immediately
- Inform Dalton Police when criminal charges may be pursued

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Support for Affected Students

- Provide counseling or referral services for targets and aggressors
- Offer academic intervention and protection as necessary
- Aim to restore a sense of safety for all students and staff

Training and Outreach

- Provide ongoing professional development for staff
- Inform parents about bullying prevention education and strategies

School Records

- Students have the right to inspect their school records in accordance with Massachusetts regulations

Search and Seizure

Students are protected from unreasonable searches, with exceptions:

1. Articles violating school rules may be seized if in plain view, including cell phones.
2. School-owned lockers and desks may be searched with reasonable suspicion

These policies demonstrate St. Agnes Academy's commitment to addressing bullying comprehensively, supporting affected students, and balancing discipline with education. The school also respects student privacy rights while maintaining the ability to ensure school safety and rule compliance.

CHAPTER 227: AN ACT PROVIDING FOR DRUG FREE SCHOOL ZONES

Effective July 11, 1989, anyone convicted of dealing drugs within one thousand feet of an elementary, vocational or secondary school will face a two year mandatory prison sentence. It will not matter whether the dealer knew he was near a school, whether it is a public or private school, or in session. The law will pertain to drug distributors, manufacturers or persons possessing a controlled substance with intent to distribute it. A fine of up to ten thousand dollars may also be imposed but not in lieu of the two-year term of imprisonment.

CHAPTER 269: HAZING

All persons must refrain from "*hazing*" as defined in Chapter 536, Acts of 1985, also known as **Massachusetts General Law Chapter 269**. At St. Agnes Academy, Hazing will be subject to the school discipline codes, including suspension or exclusion.

Section 17 Whoever is a principle organizer or participant in the crime of "*hazing*" as defined herein shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment. The term "*hazing*" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18 - Whoever knows that another person is the victim of "*hazing*" as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable.

Whoever fails to report such a crime shall be punished by a fine or not more than one thousand dollars (per state law).

Jurisdiction of The School

6510.1 Students of St. Agnes Academy are considered under the jurisdiction of the school, while on school grounds or within the school, while traveling to and from school for a reasonable amount of time as determined by the administration or while at any school-sponsored activity.

Smoking Policy

There will be no smoking or vaping, including cigarettes or any other kind, by anyone at any time in any building or on school grounds as per Massachusetts State Law.

Directory and Yearbook Information

The following public notice shall be published in the legal section of the school paper, school handbook, and local newspaper displayed on each school's bulletin board by September 1 of each year:

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Notice of Directory Information Policy

St. Agnes Academy, in compliance with the U.S. General Education Provisions Act, declares the following as directory information that may be made public:

1. Student's name, address, and telephone listing
2. Date and place of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Degrees and awards received
8. The most recent previous educational agency or institution attended by the student
9. School-related photographs for use in yearbooks

Important Notes:

- This public notice is required by law before such information can be placed in yearbooks or student directories.
- Parents have the right to opt out of this disclosure.

Opt-Out Procedure:

- Parents wishing to prevent release of their child's directory information must notify the school principal in writing.
- This notification must be given within thirty (30) days of this publication notice.
- If proper notification is received, none of the above information will be released without the parent's consent.

This policy ensures transparency in the school's use of student information while providing parents with the opportunity to protect their child's privacy if desired.

Rights of Non-Custodial Parents Policy

1. **Equal Rights:** Unless limited by court action, non-custodial parents have the same rights as custodial parents in:
 - Accessing their child's records
 - Visiting to observe their child (in accordance with school visiting policy)
 - Conferencing with teachers about their child's educational progress
2. **Limitation of Rights:** Custodial parents wishing to limit these rights must provide the school with relevant court documents.
3. **Specific Instructions Required:** In the absence of court documents or specific written instructions from the custodial parent, the school will assume non-custodial parents do not have the following opportunities:
 - Meeting privately with the child at school
 - Taking the child away from school
4. **School's Approach:**
 - The school encourages non-custodial parent participation in their child's education, unless prohibited by court order.
 - The school will not release students to a non-custodial parent without the custodial parent's consent.
5. **Parent Responsibilities:**

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- Parents should provide the school with relevant information and documentation regarding custody arrangements.
 - It's the parent's responsibility to inform the school about who may pick up the child.
6. **School's Position:** The school aims to maintain current family information to ensure student safety, proper communication with parents, and appropriate educational programming.

This policy demonstrates St. Agnes Academy's commitment to supporting both parents' involvement in their child's education while prioritizing the child's safety and adhering to legal custody arrangements.

Acceptable Internet and Technology Use Agreement

1. **Internet Access as a Privilege**
 - Internet access and computer use at St. Agnes Academy is a privilege, not a right.
 - School officials may limit or revoke access if the privilege is abused or violates acceptable use.
 - Unacceptable use may result in disciplinary action.
2. **Supervision and Responsibility**
 - All student internet use must be conducted under faculty supervision in classrooms, libraries, or laboratories.
 - Students are responsible for acceptable use of computers, internet, and network, as outlined in the student handbook.
3. **Purpose of Use**
 - Computers and networks are provided for educational research and to support educational endeavors.
4. **Personal Devices**
 - Students may use personal devices (e.g., iPads, Chromebooks) in classes when deemed appropriate by the teacher.
 - Students and parents assume all risks and liability for personal equipment used on school property.
 - Personal equipment use, whether through personal data plans or school networks, is governed by this policy.
5. **Limitations and Disclaimers**
 - St. Agnes Academy does not guarantee data connection reliability or verify the accuracy of information found on the Internet.
 - Any technology deemed inappropriate by a classroom teacher is prohibited.
6. **Policy Scope**
 - This policy applies to both school-provided technology and personal devices used on school property or connected to school networks.

This agreement emphasizes responsible use of technology, aligns with educational goals, and maintains the school's authority to manage and monitor technology use for educational purposes.

Acceptable Use Guidelines

Students are expected to demonstrate the following behaviors when using technology at St. Agnes Academy:

1. **Etiquette and Respect**
 - Follow general rules of computer use etiquette
 - Be polite and use appropriate language

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- Demonstrate courtesy toward others
- 2. **Privacy and Security**
 - Respect the privacy of personal data
 - Protect the integrity of computers, systems, networks, and data
- 3. **Intellectual Property**
 - Take pride in one's own work
 - Recognize and acknowledge others' intellectual property
- 4. **Care and Security**
 - Exercise due care in using hardware and software
 - Follow procedures and guidelines for system security
 - Adhere to virus protection procedures
- 5. **Resource Sharing**
 - Share limited resources with others
- 6. **Reporting Misuse**
 - Report any misuse of equipment or software to school authorities
 - Inform teachers or administrators of inappropriate online communications
- 7. **Accountability**
 - Be accountable for all actions while using computers and the Internet
- 8. **Legal Compliance**
 - Use technology in a manner consistent with local, state, and federal laws and policies
- 9. **Community Consideration**
 - Show consideration towards the school and community

These guidelines aim to promote responsible, ethical, and safe use of technology within the school environment. They emphasize respect for others, protection of digital resources, and compliance with broader societal norms and laws.

Unacceptable Use Guidelines

The following activities are considered unacceptable when using St. Agnes Academy's computers and networks:

- 1. **Privacy Violations**
 - Sharing personal information about yourself or others
 - Attempting to access another person's files or accounts
- 2. **Inappropriate Content**
 - Accessing or transmitting pornographic, obscene, offensive, or threatening material
- 3. **Social Media and Messaging**
 - Posting or sending messages on social networking sites
 - Using internet or intranet for non-educational social communication
- 4. **Code of Conduct Violations**
 - Engaging in discrimination, sexual harassment, or hazing
 - Plagiarism and cheating
- 5. **Copyright Infringement**
 - Violating copyright laws through inappropriate reproduction or transmission of protected material
- 6. **Illegal Activities**
 - Participating in communications that facilitate illegal activities (e.g., gambling, drug sales, weapons)
 - Threatening or harassing others
- 7. **Commercial Activities**
 - Engaging in commercial activities not related to educational purposes (e.g., online

shopping, auctions)

8. **Unauthorized Downloads**

- Downloading music, games, software, or updates without authorization

9. **Cell Phone Use**

- Using cell phones during school for non-school related calls or texting

10. **System Interference**

- Deliberate destruction, modification, or tampering with computer hardware, software, or network systems

11. **Legal Compliance**

- Any activity that violates local, state, or federal laws

These guidelines aim to protect the integrity of the school's technology resources, ensure student safety, and maintain a focused learning environment. Violations of these guidelines may result in disciplinary action and, in some cases, referral to law enforcement authorities.

Penalties for Policy Violations

1. **First Offense**

- 3 days' revocation of computer use privileges

2. **Second Offense**

- 10 days' revocation of computer use privileges

3. **Third Offense**

- Permanent revocation of computer use privileges

Additional Network Access Provisions

1. **Conditional Access**

- Additional access to network services (e.g., network printers) will be provided to students who:
 - Agree to act in a considerate manner
 - Demonstrate individual responsibility in their use of the computer system

2. **Telecommunications Network**

- Access to the telecommunications network will enable students to explore:
 - Libraries
 - Databases
 - Other information providers worldwide

3. **School's Perspective**

- St. Agnes Academy believes that:
 - The benefits of access to information resources and collaboration opportunities exceed potential abuses
 - This access enhances educational opportunities for students

Key Takeaways

- The policy emphasizes progressive discipline for violations
- The school recognizes the educational value of network access
- Students are encouraged to use technology responsibly to gain additional privileges
- The school aims to balance the benefits of technology access with the need to prevent misuse

This approach demonstrates St. Agnes Academy's commitment to providing valuable technological resources to students while maintaining a safe and responsible digital environment.

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Ultimately, however, the parents(s)/legal guardian(s) of minors are responsible for seeing and conveying the standards that their children should follow when using media, communications, and information sources. To that end, Saint Agnes Academy School respects each family's right to decide whether or not to apply for independent Internet access.

Students should not assume that their use of the computers and associated systems would be private. All student files and records may be accessed and examined by the school administration, the Network Administrator, and other staff for educational and administrative purposes, including the need to ensure that this Policy is being followed. Pursuant to local, state, and federal laws, administrators and staff may provide access to student files and records to law enforcement authorities. All files will be subject to the St. Agnes Academy Code of Conduct and Discipline Policy and local, state, and federal laws and regulations.

Disclaimer of Liability

The Internet is accessible to the public. St. Agnes Academy, in its commitment to promote a safe and secure learning environment, cannot screen the Internet for all inappropriate contacts. St. Agnes Academy disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

St. Agnes Academy reserves the right to change this policy at any time.

Before students are authorized to access the computers and associated networks, including the Internet, they and their parent(s)/legal guardian(s) are asked to sign a statement that they have read and understand St. Agnes Academy's Acceptable Internet and Computer Use Policy and agree to abide by its provisions.

AI Policy for Saint Agnes Academy

Introduction

At Saint Agnes Academy, we recognize the growing role of Artificial Intelligence (AI) in education and society. As a Catholic institution, we are committed to integrating AI in a manner that aligns with our values, promotes ethical use, and enhances the educational experience of our students from Pre-K to Grade 8.

Purpose

The purpose of this policy is to establish guidelines for the ethical and effective use of AI technologies within our school community. This policy aims to ensure that AI is used to support our educational mission while safeguarding the privacy and well-being of our students.

Scope

This policy applies to all students, teachers, staff, and administrators at Saint Agnes Academy. It covers the use of AI technologies in classrooms, administrative functions, and any other school-related activities.

Ethical Considerations

1. **Alignment with Catholic Values:** AI technologies used in our school must align with Catholic teachings and values. This includes promoting human dignity, respect, and the common good.
2. **Equity and Inclusion:** AI should be used to support equitable access to education for all students, regardless of their background or abilities.
3. **Transparency:** The use of AI should be transparent to students, parents, and staff. Clear

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information about how AI is being used and its purposes should be provided.

Data Privacy and Security

1. **Data Protection:** Student data collected and processed by AI systems must be protected in accordance with applicable data protection laws and school policies.
2. **Parental Consent:** For students under the age of 13, parental consent must be obtained before any AI technology that collects personal data is used.
3. **Data Minimization:** Only the minimum amount of data necessary for the functioning of AI systems should be collected and stored.

Consequences:

1. **All work should be original** and students will be subjected to consequences of plagiarism which is a form of cheating and students will be given a zero for the assignment and parent contact.

Implementation and Oversight

1. **Training and Support:** Teachers and staff will receive training on the ethical use of AI, data privacy, and how to effectively integrate AI into the curriculum.
2. **Monitoring and Evaluation:** The use of AI technologies will be regularly monitored and evaluated to ensure they meet educational goals and ethical standards.
3. **Feedback Mechanism:** A feedback mechanism will be established to allow students, parents, and staff to report concerns or suggest improvements regarding the use of AI.

Conclusion

By adhering to this policy, Saint Agnes Academy aims to responsibly integrate AI technologies into our educational environment, ensuring they are used ethically and effectively to benefit all members of our school community

Acknowledgment and Consents

PLEASE SIGN, DATE AND RETURN TO SCHOOL

Student Technology Use Agreement

I, as a student of Saint Agnes Academy, agree to:

- Follow the school's Acceptable Use Policy for Internet and network use
- Communicate responsibly on the school network
- Comply with all applicable laws and policies

Signature of Student

Date

Parent/Guardian Consent

I, as the parent/guardian of the above student, agree to:

- Allow my child to access the school's networked computer services and the Internet
- Hold my child responsible for any violations of the school's technology policies
- Provide guidance to my child on appropriate Internet use, recognizing that some online content may be objectionable

Do you grant permission for your child to use school technology services? Please check either Yes or No

Signature of Parent/Legal Guardian

Date

Handbook Acknowledgment

We have read and agree to abide by the policies outlined in the 2024-2025 St. Agnes Academy Parent/Student Handbook. We understand that:

- These policies apply to all school activities, including field trips and school-related functions
- The handbook may be amended at the discretion of the pastor/principal
- Parents/guardians will be notified in writing of any amendments

We have read and agree to be governed by the 2022-2023 St. Agnes Academy Parent/Student Handbook and will support the policies of the school. We understand that these policies apply to the school day, field trips and all school related activities and functions. We understand that this handbook may be amended at any time at the discretion of the pastor/principal. Parents/guardians will be notified in writing of any such amendments.

Parent/Guardian Signature

Date

Student's Signature(s)

Grade

Date

Parental Consent Form for AI Technology Use

I, the undersigned, hereby give my consent for Saint Agnes Academy to use AI technologies that may collect and process personal data of my child, for educational purposes. I understand that these technologies are used to enhance learning experiences and that the school will take all necessary measures to protect my child's data in accordance with applicable laws and school policies.

Parental Rights: I have the right to withdraw my consent at any time

Parent/Guardian Signature

Date

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Student's Signature(s)

Grade

Date

Devices RECEIPT***Parent/Guardian Acknowledgement Form***

St. Agnes Academy provides students with Chromebooks, if needed, which they can use at school and home, providing flexible learning opportunities for all students. Students also utilize assigned MacBooks during computer class.

I acknowledge that I have read and reviewed the Internet and Technology Use Agreement in the St. Agnes Academy Parent/Student Handbook with my student and agree to abide by the conditions noted for parents/guardians. I assume responsibility for the care and proper use of St. Agnes Academy technology assigned to my student. I understand that failure to honor the responsibilities outlined may result in access to technology, the Internet, and other electronic media being denied in the future. Any student misuse of St. Agnes Academy resources will be subject to disciplinary action outlined in the Parent/Student Handbook.

Chromebooks must be immediately returned to St. Agnes Academy at the end of the school year or when a Student transfers out of St. Agnes Academy, is expelled, or terminates enrollment for any reason.

Acknowledgement:

I am the student's parent or legal guardian. I consent to my child's use of the school-issued Chromebook/MacBook and other St. Agnes Academy-approved apps at school and/or at home and agree to the foregoing terms and conditions applicable to such use.

In addition, I understand and acknowledge that while my child is participating in classroom lessons remotely, he/she will be expected to act by the St. Agnes Academy **Student Responsibility Code** and may be disciplined in the event of an infraction pursuant to the Internet and Technology Use Agreement provisions.

Student Name: _____

Student Grade: _____

Date: _____

Parent/Guardian Name (Print)_____
Parent/Guardian SignatureOr [Sign Here](#)

Non-discrimination Policy

St. Agnes Academy welcomes students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. St. Agnes Academy does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.