



## **SAINT AGNES-SACRED HEART SCHOOL PARENT – STUDENT HANDBOOK**

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Sellersville, PA 18960  
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& Administrative Office  
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## TABLE OF CONTENTS

INTRODUCTION.....	3
PHILOSOPHY.....	3
MISSION STATEMENT.....	4
ADMISSION POLICY.....	4
REGISTRATION PROCEDURES.....	5
TRANSFERS.....	6
ACADEMIC POLICIES.....	6
REPORT CARDS.....	7
HONORS PROGRAM.....	8
ABSENCE.....	8
LATENESS.....	9
VACATION POLICY.....	9
PERFECT ATTENDANCE.....	9
TEXTBOOKS.....	9
EDUCATIONAL ASSESSMENT.....	9
COMMUNICATION.....	10
STUDENT RECORD INFORMATION.....	10
RELEASE OF A CHILD.....	10
SCHOOL TELEPHONE.....	11
SCHOOL VISITATION.....	11
VOLUNTEERS.....	11
LUNCH PERIODS.....	12
SNOW EMERGENCY CLOSINGS.....	12
SCHOOL HEALTH SERVICES.....	13
FIELD TRIPS.....	14
PHYSICAL EDUCATION.....	14
DRESS CODE.....	14
TRANSPORTATION.....	16
SAFETY.....	18
C.A.R.E.S. - Children Are Receiving Extended Services.....	19
ACTIVITIES.....	19
CODE OF CONDUCT.....	20
DETENTIONS.....	24
HARASSMENT.....	25
INAPPROPRIATE CONDUCT.....	25
SUSPENSIONS/DISMISSAL.....	26
ACCEPTABLE COMPUTER USER POLICY.....	27
RIGHT TO AMEND.....	28
STUDENT INTERNET ACCESS CONTRACT (Appendix #1).....	29
POLICY AGREEMENT (Appendix #2).....	30

# **SAINT AGNES-SACRED HEART SCHOOL PARENT-STUDENT HANDBOOK**

## **INTRODUCTION**

Spiritual formation of students is the defining purpose of St. Agnes-Sacred Heart School and the primary reason you choose to enroll your children. In addition to providing an elementary education, St. Agnes-Sacred Heart exists as a Catholic school because of its commitment to overtly nurture the spirituality of its students across the curriculum.

St. Agnes-Sacred Heart School strives to create an atmosphere of **RESPECT**, **RESPONSIBILITY** and **REVERENCE** wherein each student may be able to discover his/her uniqueness, as well as God-given talents.

The spiritual formation you have begun at home and which we continue to foster at St. Agnes-Sacred Heart, in addition to the technical and academic skills we teach, help fashion a new generation of God's people who will continue to build Christ's Church and a better world.

**RESPECT**

**RESPONSIBILITY**

**REVERENCE**

## **PHILOSOPHY**

St. Agnes-Sacred Heart School educates its children to reach their fullest potential through the guiding light of Jesus Christ, the lover of humanity, the teacher of truth and the servant of mankind. (1) It is His mandate to the Church to "go forth and teach all nations" that gives our school reason for its existence. The Catholic academic experience helps the student to develop the entire person to become the best that he/she can become.

Realizing the role of Christ as lover of humanity, St. Agnes-Sacred Heart School seeks to inculcate a deep spiritual life in the children. This integration of religious truth and values with life distinguishes the Catholic School from other schools. (2) Christ is the reason for the school which strives to bring each individual into union with Christ so that He may penetrate that life.

The examples of Christ, the teacher of truth, tell us as educators to permeate the child's intellect with wisdom of the Scriptures integrated with instruction in human knowledge and skills. As a faculty, we become His messengers, bringing the Word of God to our children and "illuminating the knowledge which students gradually gain of the world, of life, and of mankind." By teaching fundamental concepts, good moral conduct, and spirituality, we equip our children to become productive members of society, making our Christian ideals part of our everyday living.

(1) National Catechetical Directory, p.18, #30

(2) National Catechetical Directory, P.29, #105

## **MISSION STATEMENT**

St. Agnes-Sacred Heart School's mission is to assist families in the total development of their children within the traditions of the Catholic Faith. We are committed to academic excellence in accordance with each student's unique and God-given talents, to communicate the teachings of the Catholic Church and to prepare our students to live as responsible Catholic Christian adults of the twenty-first century.

## **ADMISSION POLICY**

The School will make all decisions on enrollment based on the needs of both our current students and the needs of those children seeking admission. The School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admissions or educational policies, or in any school administered program. In addition to the information contained herein, the non-discrimination statement of our school is published annually as public information in the parish bulletins of both St. Agnes and Our Lady of the Sacred Heart every August.

## **PARISH MEMBERS**

Registration for St. Agnes-Sacred Heart School is open to children who are baptized, meet age requirements, provide immunization documentation and whose parents are registered, financially supporting members of St. Agnes or Our Lady of the Sacred Heart parishes and who practice the Faith.

## **CATHOLIC NON-PARISHIONERS**

Registration for St. Agnes-Sacred Heart School is open to children who are baptized, meet age requirements, provide immunization documentation and whose parents are registered, financially supporting members of another Catholic parish and who practice the Faith. Acceptance is based on the consent of the proper pastor and the availability of space at SASH School after the needs of St. Agnes and Our Lady of the Sacred Heart parish members have been satisfied, beginning May 15.

## **NON-CATHOLICS**

Registration for St. Agnes-Sacred Heart School is open to children who are not Catholic and who meet the age requirements and provide immunization documentation. Acceptance is based upon the availability of space after the needs of parishioners and Catholic non-parishioners have been addressed, beginning June 15.

## **ADMISSION GRADES SEVEN AND EIGHT**

Unless transferring from another parish elementary school of the Archdiocese, registration for children wishing to enroll in SASH School's seventh and eighth grades must meet the criteria above as applicable as well as the following:

- Students and parents will be interviewed by the Principal.
- The child's previous academic and behavioral records will be reviewed.

## **ADMISSION GRADES TWO THROUGH SIX**

Before a child is considered for registration, the following criteria must be met:

1. Vacancies must be available in the desired grade area.
2. Presentation of the latest Report Card, Standardized Testing results, and recommendation from the transferring school.
3. Parents must inform school officials if the child has an Individualized Education Program, received psycho-educational testing or counseling, whether in a private or in a prior school setting. Parents must execute a release of records to permit school officials to obtain all educationally relevant documents and records.

## **PROBATION**

Incoming students are evaluated during the first six weeks of school to determine accurate placement and appropriateness of the school in meeting the student's needs. At any time during the probation period the school may terminate student enrollment for the following reasons:

1. Behavior concerns or academic needs which cannot be reasonably met by the school.
2. Lack of parent support which suggests incompatibility with the school philosophy.

## **REGISTRATION AND RE-REGISTRATION**

Registration of new students and re-registration of our current students takes place in February/March for the next school year. A registration fee must be paid at the time of registration.

## **DOCUMENTATION FOR REGISTRATION**

At the time of registration the following documents must be presented:

1. Original Certificate of Birth
2. Record of Immunizations as required by applicable State Agencies
3. Baptismal Certificate
4. Latest Report Card and Standardized Testing Results (new students).

## **READMISSION**

All students and prospective students must be readmitted each school year.

Students applying for readmission at the time of re-registration or after withdrawing from the school may be denied readmission for the following reasons:

1. Unacceptable behavior becoming a Catholic Christian school student
2. Presence of a special need which requires a program not reasonably available within our academic program/curriculum
3. Lack of parental support for the school philosophy, school policies, faculty or administration
4. Failure to satisfy financial obligations, comply with school rules, procedures, or maintain satisfactory academic performance.

## **TRANSFERS**

Parents must notify the school office in advance of their plans to transfer a student. The name of the new school and the reason for withdrawal must be provided. If all fees are paid and the parent has signed a release of records, the student's academic and health records as well as math and writing portfolios will be forwarded to the new school.

## **FINANCIAL REQUIREMENTS**

Tuition and financial arrangements are handled by the Parish Offices of the respective parishes.

Saint Agnes Parish phone: (215) 257-2128

Our Lady of the Sacred Heart Parish phone: (215) 822-9224

## **ACADEMIC POLICIES**

### **Religion**

St. Agnes-Sacred Heart School uses a textbook series approved by the Office of Catholic Education.

Parents are encouraged to become familiar with the text and to discuss religious topics with their children. This sharing of Faith, coupled with its practice on the parents' part, will give children a living experience of the Church and her teachings. Parents are expected to become actively involved in the preparation of their children for reception of the sacraments. Attendance of parents at special programs for this purpose is required.

### **Intermediate Unit Programs**

Programs in Reading, Mathematics, Counseling, Speech Therapy and Psychological Testing are provided by the Bucks County Intermediate Unit. Information regarding these programs may be obtained from the classroom teachers.

### **Library**

Our school libraries are staffed by qualified librarians and volunteer aides. All students have weekly library periods. The library in the Middle School building is open continuously for research. New books and audio-visual materials are added to our library each year as the budget allows. Students are responsible for the care of our library books and must pay for any books they lose or destroy. Book Fairs are held annually on each campus to raise funds for library purchases. Students in grades 4 to 8 receive report card grades for this class which is averaged into the reading grade.

### **Technology Education**

Students in Grades Kindergarten-8 receive weekly technology instruction. Classes are held in the respective technology labs. The programs are taught and coordinated by qualified instructors. The guidelines from the Office of Catholic Education include the study of word processing, spreadsheet, data base, and Power Point. Students in Grades 4-8 receive report card grades for this class.

## **Standardized Testing Programs**

Saint Agnes-Sacred Heart School administers the Terra Nova Tests and the Test of Cognitive Skills (TCS) to all students in grades 4-6-8 in the fall of each school year. Students in Grade 2 and 3 are tested in the spring.

## **Homework**

Students are usually assigned homework each evening. Homework assignments are to be recorded in the homework notebook. A quiet atmosphere at home is needed for the students to focus their attention on their studies. Parents are requested to check homework for neatness and completeness. The following time allotments are suggested for homework. This includes both written and studied assignments. Homework assignments should not exceed these limits.

Grades 1 and 2.....	30 minutes
Grades 3 and 4.....	60 minutes
Grades 5 and 6.....	90 minutes
Grades 7 and 8.....	120 minutes

(Some teachers will require that homework be signed. You will be made aware of this at Back to School Night.)

A student is expected to complete his/her homework nightly. If home assignments are missed, the student must make them up by the next day. If there are **serious** reasons for incomplete assignments, parents are requested to contact the classroom teacher. Serious reasons include: illness, accidents, family emergencies, funerals.

Students are responsible for taking home all materials needed to complete homework assignments, and no one will be readmitted into the school buildings after 3:30.

Missed incomplete homework assignments will have an impact on the student's Report Card grades.

## **REPORT CARDS**

Report Cards are issued during the school year. These show students and their parents/guardians the progress that is being made in each subject. Class participation, home study, reports, class projects, assessments as well as any other assignments given by the teachers are combined to obtain a Report Card mark. Teacher judgment will be a factor in determining Report Card marks. The Report Card is an estimate of the student's performance in school as far as the teacher can discern. It shows the parent and student the areas where the students are successful and where further progress is needed. Academic Progress Reports are issued to grades 1-8 approximately three weeks before the close of the marking period. Kindergarten does not receive a Report Card but a Progress Report.

## **HONORS PROGRAM**

This program is designed to recognize students in grades seven and eight who are making an effort to achieve excellence in their school work and conduct.

### **Distinguished Honors**

Represents a student who has earned 94-99 in all subject areas and all “4s” in the areas: Personal and Social Growth, Effort and Study Skills, Art, Music and Technology

### **First Honors**

Represents a student who has earned 90-93 in all subject areas and at least three “4s” in the following areas: Personal and Social Growth, Effort and Study Skills, Art, Music and Technology

### **Second Honors**

Represents a student who has earned 85-89 in all subject areas and all “3s” or above in the following areas: Personal and Social Growth, Effort and Study Skills, Art, Music and Technology

## **ABSENCE**

Please make dental and doctor appointments outside of school time when possible. A child will not be released early without a note from a parent for our files. Parents are asked to come to the school office to sign out children who are being dismissed early. For the protection of our students, parents must call daily to report a child as absent. For every student absence, a parent must call in and leave a message. Requests for homework are to be made before 9:30AM and work will be sent to the office for pick-up at 3:00PM.

**CALL PRIMARY SCHOOL BUILDING: 215-257-3571**

**CALL MIDDLE SCHOOL BUILDING: 215-822-9174**

### **ABSENCE NOTE**

When the student returns to school after an absence, a **written, dated note** explaining the reason for the absence must be sent in with the student. A doctor’s note is required after three consecutive days of absence. **Failure to present a note will cause the absence to be coded as an unexcused absence.**

### **RESPONSIBILITY FOR MISSED WORK**

Students are responsible for making up missed tests and homework within five (5) days of their return to school. It is the student’s obligation to check with teachers regarding missed work and assignments. Unnecessary absence and frequent lateness hinder the student’s academic growth and encourage a lack of responsibility. Patterns of frequent absence and lateness will be investigated by the teacher and/or administration, and appropriate disciplinary action may be taken.

## **LATENESS**

A student who is not in the classroom when the bell rings at 8:15AM is considered late and must report to the school office for a late slip. No child may go to his/her classroom without this late slip. Excused lateness occurs when a bus is late. The student must still report to the office before going to the classroom.

## **VACATION POLICY**

Parents are strongly discouraged from planning vacation during the school year. However, if there is a need for your child to be away during the academic year, parents are required to notify the Principal in writing. The repeated taking of vacations during school time may be grounds for dismissal. **No work will be given to students to take on vacation.** Missed work is to be completed within five days of return to school. Teachers will not be expected to re-teach material missed by the vacationing student. Any work not made up will have an impact on the grade that the student earns in that particular subject area.

If a family vacation occurs at the end of the school year, all assignments and assessments must be completed in advance of the vacation at the teachers' convenience.

## **PERFECT ATTENDANCE**

Perfect Attendance will be awarded at the end of the school year. Students must conform to the following requirements:

1. The student must be present for the entire school day.
2. Students who leave between the hours of 8:15am and 3:00pm will not be eligible for Perfect Attendance.

## **TEXTBOOKS**

Textbooks and workbooks that are distributed to all students must be covered. A lost or excessively damaged textbook must be paid for by the student using it. Books must be carried to and from school in a suitable book bag. Books, copybooks, and materials are to be properly identified with the child's name, school, grade, and room number.

## **EDUCATIONAL ASSESSMENT**

The faculty is dedicated to providing quality education in the most appropriate academic setting for each student. At times, educational and/or psychological testing may be recommended to enable teachers to better assist students. In the event that St. Agnes-Sacred Heart School is unable to meet the special needs of a student, this will be communicated to the parents/guardians and suggestions for tutorial help or alternate placement will be made. The parents' cooperation in the matters of testing, extra assistance or alternate placement is expected. If a child is in danger of failing a subject, parents will be notified in the hope that a failing grade will be avoided.

Sequential skill building occurs at all levels of learning; therefore, should a student receive failing grades for more than one marking period, remediation will be necessary and may be suggested at the discretion of the teacher. In the event that a child becomes involved in a tutorial program, it is essential that the tutor consult with the classroom teacher in order to formulate a strong means of remediation for the child.

Formal conferences between parents and teachers are held in November or early December. Appointments for other conferences during the year can be made by calling either campus. When requesting a conference, please state the nature of the concern, so that the teacher can be better prepared to address it. Should a problem arise concerning any child, parents should discuss it with the proper school authority in the following sequence:

1. Teacher
2. Principal or Vice-Principal
3. Pastor

Third party conferences (relatives, friends, lawyers, counselors, activists, etc.) will not be held. Divorced/separated parents will be afforded only a joint conference.

**Teachers may not be interrupted during the school day.** It is not appropriate before school, at lunch or after school. An appointment is required.

## **COMMUNICATION**

Several modes of communication exist at our school to help keep parents informed of policies, activities, upcoming events, and student progress. Regular forms of communications include this handbook, a monthly calendar of events, the monthly newsletter, weekly family communication envelopes, school website ([www.sashschool.com](http://www.sashschool.com)) parent-teacher conferences, Home & School meetings, Progress Reports and Report Cards. It is the responsibility of parents to check book bags and folders regularly for such communications. Any communications, forms, money, etc., that are brought to school are forwarded to the school office through the homeroom teacher. Students are not to deliver items directly to the office unless specifically directed to do so by the administration.

## **STUDENT RECORD INFORMATION**

In accordance with the Buckley Amendment, also known as the family Educational Rights and Privacy Act, parents have the right of access to records regarding their children's progress. Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child.

Absent a subpoena or court order, school records of the child (children) may be disclosed only upon written consent of the parent/guardian with legal custody.

## **RELEASE OF A CHILD**

A child will not be released to a parent/guardian who does not have physical custody without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents of children enrolled in St. Agnes-Sacred Heart School -must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement is placed in a confidential file.

School visits by non-custodial parents are not permitted during the school day.

Copies of Report Cards will be issued to the non-custodial parent. This copy will be treated as the original report card, signed and returned to school. In addition, non-custodial parents will be mailed copies of monthly newsletters, calendars, and other school related information.

## **SCHOOL TELEPHONE**

The school telephone is to be used to transact school business only. No student may be called to the phone to use the phone during the school day. We ask that students be responsible and check for their supplies and needs each morning. Permission will not be given for students to call home to have forgotten items brought to school. Exceptions to this will be determined by the Administration. Items that parents bring to school during the day are to be left with the school secretary.

Parents are asked to refrain from making last minute dismissal arrangements for the children through the school office unless it is a very serious and unusual occurrence. Dismissal arrangements should be sent in writing to the classroom teachers.

## **SCHOOL VISITATION**

### **VISITORS**

All parents or visitors must report to the school office where the purpose of their visit must be stated and a visitor's tag will be given. We do welcome you to our school but parents and visitors may not approach the classroom or teachers while class is in session. It is not appropriate to interrupt a teacher before school, at lunch or after school. An appointment is required

This is done for the safety of the students in the classroom and prevents disruption of the educational program. Classroom visitation will be considered upon specific request and is subject to the approval of the administration.

### **PARENT VOLUNTEERS**

The administration and faculty of Saint Agnes-Sacred Heart School welcomes and appreciates your desire to offer your support to the school community as a parent volunteer. Your participation will involve direct supervision of children. ***Supervision is an ongoing activity that requires our full and undivided attention to the children at all times.***

For the safety of our students and the good order of the school, we ask that during your time of service you actively support the rules and regulations as set forth in the Saint Agnes-Sacred Heart School Handbook. We also ask that you assist us in protecting the reputation of each person by refraining from discussing events involving students, teachers and administrators in public.

## **REQUIREMENTS**

- 1. Volunteer Information Form**
- 2. Current Criminal Record Check**
- 3. Pennsylvania Child Abuse History Clearance**
- 4. FBI Criminal Record Check** (persons out of state or who have moved into Pennsylvania within the last two years)
- 5. Certificate of Attendance from Protecting God's Children Awareness Session**
- 6. Signed Acknowledgement Form- Standards of Ministerial Behavior and Boundaries**
- 7. Volunteer Identification Badge**

### **Sign-in:**

A volunteer sign-in log is located at the main entrance of each building. Volunteers must sign-in upon their arrival.

### **Identification Badge:**

Volunteers who have submitted the required background checks and paperwork will be issued an identification badge from the Principal. ID badges must be worn by all school volunteers while they are in the building or on school grounds during the hours that the school building is open and children are present (7:00AM to 6:15PM). Adults having direct contact with students who do not have an identification badge are to be escorted to the main office.

## **LUNCH PERIODS**

### **Primary School Campus–12:15-1:05      Middle School Campus–12:15-1:05**

Hot lunch is available once a week at each campus. Beverages are available daily. The cost is published on the order form. Orders are taken in advance for both hot lunch and beverages.

Students may not bring glass containers of any kind or food that needs to be microwaved.

We discourage packing soda, particularly caffeine products, in students' lunches.

All students at St. Agnes-Sacred Heart School stay for lunch.

Soft pretzels may be pre-ordered for morning break.

## **SNOW EMERGENCY CLOSINGS**

### **SCHOOL CANCELLATION**

If classes are cancelled or if the opening of school is delayed due to inclement weather, it will be announced on TV stations WFMZ Channel 69; WTXF Channel 29; WPVI Channel 6; and NBC Channel 10. Our school name will appear on the television screen. We follow Pennridge School District for closings, the number is (757). A phone chain will **NOT** be activated in this instance. Please listen to one of the above stations when there is inclement weather before your child normally leaves for school in the morning.

## **EMERGENCY EARLY DISMISSAL**

When the decision to leave school early is made, the school number (757) will be announced on the radio and TV stations WFMZ Channel 69; WTXF Channel 29; WPVI Channel 6; and NBC Channel 10. It is the responsibility of the parent to have a plan of action in place for their child in an emergency situation. It is the parental responsibility to inform your child of that designated plan. **The school's ALERT NOW SYSTEM will be activated to notify parents. Busing is always provided when school is already in session when there is an early dismissal due to inclement weather.**

## **SCHOOL HEALTH SERVICE**

Pennridge School District provides the services of a nurse to keep up-to-date records of immunizations, physical examinations, hearing and vision screening, heights and weights, and dental health records in accordance with the regulations of the Commonwealth of Pennsylvania.

Dates of immunizations must be provided and all vaccines must be current as mandated by the State of Pennsylvania. All forms are required by the first day of school. Entrance to the school building can be denied to students who are not in compliance.

**Saint Agnes-Sacred Heart School does not have the services of a full-time nurse.**

## **EMERGENCY CARDS**

Emergency cards with parent's signatures must be kept for each child to assist in locating parents in emergency situations. It is the parent's responsibility to keep this information current. Notify school immediately if you have a change in emergency card information. Such as: change in medical condition of the child; change of address; home, work, or cell phone numbers; emergency contacts.

## **ACCIDENTS OR ILLNESS**

Accidents or unusual illness occurring at school are immediately reported to the Administration. When the student becomes ill or has an accident, the parent or guardian will be contacted immediately. If the parent/guardian cannot be reached, the person whose name is on the **EMERGENCY CARD** will be contacted.

## **MEDICATIONS**

It is generally recommended that prescription medications be given to the student before school or after school in accordance with the physician's directions. In those instances where it is necessary for the student to be given medication during the school day, it must be done through the school office. **All medications are to be kept in the school office.** The medication must be in the original container with label. In the case of prescription medications to be given for a short time, please do not send all the medication to school. Only send the medication needed for school each day.

All medications to be given at school which are prescribed or over the counter, must be accompanied with a completed **MEDICATION FORM**, which can be obtained through the school website ([www.sashschool.com](http://www.sashschool.com)) or school office.

## **FIELD TRIPS**

The purpose of every class trip is to broaden the intellectual, cultural, and social experiences of each child. There will be no overnight field trips or activities that St. Agnes-Sacred Heart School deems to be high risk. A field trip parent consent form must be signed by the parent/guardian and the student for each trip in order for the student to participate.

**A class trip is a privilege which can be taken away if a teacher deems it appropriate.** If a parent/guardian does not wish a child to attend the trip for any reason, they should notify the classroom teacher. The child must attend school on the day of the field trip or be marked absent. The child will be marked absent if he/she does not attend the field trip.

## **PHYSICAL EDUCATION**

Gym classes are held weekly. Every student is expected to show good sportsmanship in gym. Any student displaying conduct that could bring about harm to self or another or which reflects poor sportsmanship, conduct or language inappropriate for Saint Agnes-Sacred Heart School will be dealt with in a manner considered appropriate by the Physical Education Teacher or Administration.

## **DRESS CODE**

Neatness and cleanliness in personal attire are part of a child's education and the responsibility of the parents. When a child dressed for success, he/she acts accordingly. Any student not in compliance with the dress code will receive a notation on the Behavior Maintenance Sheet which will impact the student's grade under the Personal and Social Growth area of the report card. Personal appearance that constitutes a distraction is not permitted. Chronic disregard of the school dress code will result in a conference with the parents and Principal. **Final approval/disapproval of the student's attire is at the discretion of the school Administration.**

### **Optional Summer Uniform – May be worn April 15–October 14**

Navy walking shorts  
Yellow golf shirt with school name  
Tie sneaker  
White crew socks

### **Official Winter Uniform\* – Must be worn from October 15-April 14**

#### **Boys – Kindergarten to Grade 4**

Navy uniform trousers with belt  
Long sleeve polo shirt with school name or  
Yellow dress shirt (long or short sleeve) with school tie  
Navy blue cardigan or V-neck sweater or vest with school name  
Dark dress socks  
Uniform school shoes

**Girls – Kindergarten to Grade 4**

Blue plaid jumper or Navy blue uniform trousers with belt  
Yellow long or short sleeve blouse or turtleneck  
Navy blue cardigan school sweater  
Navy blue socks, tights, or leotards  
Uniform school shoes

**Boys – Grades 5-6-7-8**

Navy blue uniform trousers with belt  
Yellow dress shirt (long or short sleeve) with school tie  
Navy blue V-neck sweater or vest with school name  
Dark dress socks  
Uniform school shoes

**Girls – Grades 5-6-7-8**

Blue plaid kilt or Navy blue uniform trousers with belt  
Yellow long or short sleeve blouse or turtleneck  
Navy blue V-neck sweater or vest with school name  
Navy blue knee socks or navy blue leotards  
Uniform school shoes

**Gym Uniform\*\* – Boys and Girls – All Grades**

Navy blue sweatpants and navy blue sweatshirts (winter)  
Navy blue gym shorts (summer) – no nylon or mesh gym shorts  
Gold school T-shirt  
White ankle-high athletic socks  
Tie sneaker

Uniform school shoes must be purchased from Flocco’s Shoes, the only approved provider –see address below.

Kilts and jumpers are to be worn to the top of the knee. Knee socks are to be worn to the knee.

**Official school uniforms/shoes must be purchased from:**

<b>Flynn &amp; O’Hara</b>	<b>Cramer’s Kids</b>	<b>Rose’s Uniforms</b>	<b>Flocco’s Shoes</b>
<b>901 N. Bethlehem Pike</b>	<b>Rt.202 &amp; 422</b>	<b>2132 Moreland Rd.</b>	<b>110 Fayette St.</b>
<b>Springhouse</b>	<b>Norristown</b>	<b>Willow Grove</b>	<b>Conshohocken</b>
<b>215-793-9436</b>	<b>610-239-9160</b>	<b>800-527-4689</b>	<b>610-828-5544</b>

**\*\* Official gym uniforms must be purchased from Cramer’s Kids at the above address.**

### **Hair Styles/Grooming**

Students' hair is to be neat and clean and groomed conservatively. Students are expected to come to school in a state of cleanliness. Altering of hair color in any way, as well as extreme hairstyles/cuts is not permitted. Boys' hair should be closely cropped and not touch the collar.

### **Jewelry**

Although jewelry is not a part of the school uniform, post earrings of a small and conservative style are permitted to be worn by the girls (one earring only in each ear). Boys are not permitted to wear earrings. Bracelets, both ankle and wrist, pins and buttons are not a part of the school uniform. This includes any rope, yarn and beaded neck, wrist and ankle bands. A religious medal or cross on a chain is permitted, as well as one wristwatch and one ring to be worn on the hand.

### **Out of Uniform**

If at any time during the year an exception in uniform is necessary, a note of explanation MUST be sent to the child's teacher who will forward it to the Administration. This note should indicate the reason the student is out of uniform.

Shoes must be a closed, tie shoe. Sandals, slippers, flip-flops, mules, heelys, crocs, ...etc. are not permitted.

### **School-Sponsored Dress Down Days**

Dress Down Days are a privilege. Clothing chosen for the day is to be appropriate and modest in design. Shoes must be a closed, tie shoe. Sandals, slippers, flip-flops, mules, heelys, crocs, ...etc. are not permitted. It is the responsibility of the parents to oversee the student's clothing selection for a Catholic school environment. Administration will contact the parent for a change of clothing if their child is dressed inappropriately.

**Make-up and nail polish are not to be worn in school.**

## **TRANSPORTATION**

### **Bus Riders**

The majority of our children are transported to school by the Pennridge School District Buses. Other districts providing transportation are Central Bucks, Souderton, North Penn and Quakertown. The following regulations must be followed:

1. Stand in line while preparing to board or leave the bus.
2. Stay seated facing the front of the bus while the bus is moving.
3. Do not throw anything out the bus window.
4. For safety reasons, there is to be no eating or gum chewing.
5. Students may ride only the bus of the district in which they live.

6. If a child is changing buses, a parent must contact the transportation company first, and then send a note to school stating this. A bus pass from the school administration will be issued to the student only after the aforementioned notifications are satisfied.
7. A second written warning from the transportation authorities regarding inappropriate student behavior will result in the student being suspended from bus service to and from school for a period of five (5) school days. Parents must then provide student transportation for this period.

### **Car Riders**

Students who need to arrive before 7:50am are encouraged to enroll in the CARES program at the Primary and Middle School campus. Students may not enter the building before 7:50am. If a student arrives before 7:50am they will be placed in the CARES program at both campuses and charged the morning rate.

Students using CARES must come to the main entrance and ring the bell for entrance to the school building. The CARES teacher will escort them to the classroom where CARES is being monitored.

**Middle School Campus** – Please enter and exit from Broad Street.

**Primary School Campus** – Please enter the driveway between the Rectory and the former convent. Use the REMOTE parking lots. Walk your children to the MAIN ENTRANCE using the parking lot proximal to the fence. No parking in front of the church or in driveways. Exit via the parking lot directly behind Church to the Main Street traffic light.

### **Use of School Grounds**

On regularly scheduled school days, St. Agnes-Sacred Heart School becomes responsible for students when the building opens at 7:50AM and dismisses students at 3:15PM. On regularly scheduled half days, the school becomes responsible for students at 7:50AM and dismisses them at 12:00PM. The school is not responsible for supervision of students before or after the above stated times unless they are registered with the CARES Program. Parents/guardians are responsible for insuring that they and their children are not on the premises at times other than those stipulated for school-sponsored activities. Parents are advised, for the safety of their children, to follow the times as stated above. If a student is participating in a scheduled and supervised activity before or after school hours, including detention, specific arrangements must be made for drop-off and/or pick-up at the designated times.

Please note: this does not refer to CARES students.

### **Invitations**

Personal invitations to parties may be distributed in school only if all the students in the class are invited, or all the girls if it is a girl's party; all boys if it is a boy's party.

## **SAFETY**

### **Fire Drills**

Fire Drills are conducted on a monthly basis on both campuses. The students are instructed to leave the buildings quickly and in silence when the alarm rings and in accord with directions posted in each area. Failure to cooperate is considered a serious matter.

### **Regulations**

The following regulations have been established to insure the safety of our students and must be adhered to by each student:

- Running is not permitted at any time within the school building or in moving from one place to another on school premises.
- Entry is not permitted into the school building before school in the morning, recess, lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so.
- No student may leave the school premises at any time without permission. A violation of this regulation will result in automatic suspension. Every student must stay within the established boundaries when outdoors.
- All volunteers and visitors must report to the school office.
- All school doors at both campuses are kept closed and locked at all times. No student, for any reason, may open the school doors to allow visitors/parents into the buildings.

### **Shelter-In-Place**

Shelter-In-Place is an emergency plan put in effect in the event of a weather related incident or an environmental emergency. Notification would come via our local police, fire or county emergency agency.

During a Shelter-In-Place emergency, students, faculty, staff and administration gather in a common area. The entire school building remains in a Lock Down mode. **This means that no one may enter or leave the building until an all Clear comes from the local authorities.**

A Rubbermaid type shoebox for each child is to be prepared for storage in the classroom. Include these items; **child's name, water, packaged snacks, tissues, activity book, sharpened pencil, hand sanitizer and wet wipes.**

### **Smoking/Drugs/Alcohol**

The school premises are a smoke-free environment. No smoking is allowed in the school buildings. Violations will result in suspension from school and school-related activities until a conference can be arranged with the parents and the school administration.

## **C.A.R.E.S. – Children Are Receiving Extended Services**

The C.A.R.E.S. Program operates in accord with the holiday schedule of the Archdiocesan School Office and Saint Agnes-Sacred Heart School. C.A.R.E.S. is available Monday through Friday before school at the Primary School and Middle School from 7:00-8:00AM; after school at the Primary School until 6:15PM. Call the School Office at 215-257-3571 for additional information.

## **ACTIVITIES**

### **School Activities**

These include:

- Instrumental Band Lessons (Grades 4-8)
- Altar Servers (Grades 4-8)
- Keystone Safety Patrol (Grade 7 & 8)
- Yearbook (Grade 8)
- Drama Club (Grades 5-8)
- Student Council (Grades 5-8)
- Chess Club (Grades K-8)
- Art Club (Grades 1-8)
- Spanish and French (Bucks County Community College)
- FLEX Program (Grades K-8)

### **Catholic Youth Organization**

Athletic Activities include: Volleyball, football, basketball, baseball, softball, track, cheerleading, soccer, cross country

Religious activities, cultural activities, and social activities

### **Scouting**

This is available for students beginning in Kindergarten.

### **Parent Programs**

#### **Home & School Association**

As parents, you have been chosen by God to be the primary educators of your children. Keeping this in mind, the Home & School Association attempts to assist parents in this goal. All parents are invited to be active members of this association, especially through attendance at each general meeting. General membership meetings are held three times during the school year. The dates are announced in the monthly calendar. The focus of these meetings is to provide spiritual and educational adult enrichment.

## **CODE OF CONDUCT**

### **Discipline Code**

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show considerations and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

An orderly school environment requires a clear definition of individual responsibilities as it relates to students and parents. A code of discipline must categorize unacceptable behaviors, provide appropriate disciplinary responses, and strive to create a spirit of consistence and fairness which fosters an attitude of positive cooperation among all members of the school community.

## **RESPONSIBILITIES OF STUDENTS**

The responsibilities of students include:

- Making an earnest effort to do their best work on a consistent basis.
- Accepting responsibility for their own actions.
- Attending school daily and being on time and prepared for classes and school functions.
- Being aware of written rules and regulations for student behavior and knowing that student conduct must be in accord with those regulations.
- Following the uniform dress code as outlined in the school handbook.
- Exercising proper care when using school facilities and other equipment.
- Respecting the rights of others, including the right to receive an education in an orderly and disciplined atmosphere free from verbal, physical or sexual harassment.
- Knowing that disrespectful and indecent language written or spoken will not be tolerated.
- Making positive contributions to St. Agnes-Sacred Heart School that will generate an atmosphere of respect, responsibility, and reverence.
- Recognizing and respecting the rightful authority of faculty and staff in matters of instruction, discipline, and behavior during school-sponsored activities.

## **RESPONSIBILITIES OF PARENTS**

The responsibilities of parents include:

- Teaching your child self-respect, respect for others, and respect for rightful authority.
- Instilling a positive and enthusiastic attitude in your child and all areas of his/her education.
- Recognizing that faculty and staff are due the same consideration and respect that parents expect from teachers and parents expect from their children.
- Building a mutually supportive working relationship between yourself and your child, his/her teachers, and the school.
- Understanding and cooperating with the rules of the school concerning student conduct and familiarizing your child with school regulations and procedures.
- Contacting or responding to the appropriate school personnel when situations arise which affect your child's progress in school.
- Teach your child to take pride in personal appearance.
- Insisting on prompt and regular attendance.
- Providing a space conducive for study and completion of homework assignments and being available for assistance and monitoring.
- Guiding and assisting your child in reaching his/her maximum potential.
- Recognizing that unrealistic pressures to achieve can be detrimental to a child's development.
- Being aware that faculty and staff assume the parental role while your child is in school.

The discipline code applies to students and parents/guardians in school, at school-sponsored events, in the school/parish community and outside the school/parish community where any behavior that is contrary to Catholic teaching could bring disrepute or embarrassment to Saint-Agnes-Sacred Heart School.

### **Pre Kindergarten and Kindergarten - Discipline is handled by the Teacher**

### **Disciplinary Procedures for Grades Kindergarten to Grade 4 is as follows:**

Each child will receive a monthly **Behavior Calendar**. The teachers will mark the calendar when a behavior issue occurs. Parents are to initial the calendar each night. After three (3) behavior checks (or when the teacher deems it necessary) a meeting will be called between the teacher, administration (when necessary), and parents to discuss the problem.

## Behavior Calendar Grades Kindergarten to 4

Name \_\_\_\_\_

Parents, please initial every night in the correct box. If there is no mark for the day, please add a smiley face with your initials.

Code:

1. Unsatisfactory Behavior in Class
2. Disrespect for Authority/Others
3. Incomplete Homework
4. Out of Uniform
5. Unsatisfactory Behavior in the Lunchroom, Hallways, Lavatory, Bus Line, Church, or Recess Yard
6. Unsatisfactory Behavior in Special Subjects
7. Failure to get papers signed/returned
8. Cheating
9. Failure to Follow Directions
10. Other (Teacher Discretion)

Three (3) or less infractions for an entire month will earn a Homework Coupon and/or Treat!

### Sample Behavior Calendar DECEMBER

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 ☺ <b>SaH</b>	2
3	4 ☺ <b>SaH</b>	5 ☺ <b>SaH</b>	6 3,7 <b>SaH</b>	7 ☺ <b>SaH</b>	8 No School	9
10	11 ☺ <b>SaH</b>	12 ☺ <b>SaH</b>	13 5- <i>Pushing at Recess</i>	14 ☺ <b>SaH</b>	15 ☺ <b>SaH</b>	16
17	18 ☺ <b>SaH</b>	19 1- <i>Talking at seatwork</i>	20	21	22	23
24	25 No School	26 No School	27 No School	28 No School	29 No School	30
31						

**Disciplinary Procedures for Grades 5 to 8 is as follows:**

Each student will receive a weekly **Behavior Maintenance Sheet**. The teachers will mark the sheet when a behavior issue occurs. Parents are to initial the sheet each week. After three (3) behavior checks (or when the teacher deems it necessary) a meeting will be called between the teacher, administration (when necessary) and parents to discuss the problem.

**Behavior Maintenance Sheet  
Grades 5 - 8**

**Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Conduct Infraction</b>	
Failure to return behavior sheet, test folder, or communications envelope	
Incomplete or missing homework	
Unprepared for class: materials, homework, assignment book	
Failure to follow the uniform code	
Disruptive classroom behavior	
Disrespect toward faculty, staff, volunteer, or peers	
Physical fighting	
Using inappropriate language	
Making threats, verbal or written (name-calling)	
Defacing school property	
Yelling, running or loitering in hallways	
Inappropriate use of school Computers	
Inappropriate cafeteria /recess behavior	
Other: Specify	
<b><u>Parent Signature</u></b>	

Student behavior will be reflected in the *Personal Development and Behavior* grade on the student's report card.

## **DETENTIONS**

The following warrants detention:

- Cheating/Plagiarism – the taking or giving of schoolwork or homework that is not one's own – or if the teacher has probable cause to suspect such an action.
- Disrespect – any improper attitude displayed towards any teacher, staff member, volunteer parent, administrator or fellow student.
- Forgery – any school paper or handing in any paper signed by anyone other than parent or guardian or handing in a paper written by someone else.
- Profane/abusive language or gestures – any inappropriate language or gestures used on school premises.
- Lying
- Throwing things in classroom/cafeteria – erasers, spitballs, paper clips, pencil points, rubber bands, food items, etc.
- Bullying behavior
- Other – any other behavior that warrants a detention.

## **PROCEDURE FOR DETENTIONS**

When a student receives a detention, the parent/guardian must sign it on the night issued. It must be returned the following day to the issuing school official. A parent/guardian signature indicates that the parent/guardian has seen the detention slip. It does not indicate the parent/guardian's permission for the student to receive the detention. The teacher issuing the detention and the Administration has already made that decision.

## **SERIOUS INFRACTIONS**

Serious Infractions may result in an immediate suspension or dismissal and apply when students are on campus, on a bus, or at a school function.

Examples of Serious Infractions include:

- a. Truancy-unexcused absences.
- b. Violent behavior-any fighting or behavior that causes physical injury.
- c. Blatant disrespect for authority-to any adult in the building.
- d. Vandalism-destruction or defacing of parish, school or personal property. Restitution will be a consideration.
- e. Possession of any item which may present a danger to others in school or out of school.
- f. Cutting class.
- g. Leaving campus without permission of a school authority.
- h. Other-any other behavior that warrants a serious infraction.
- i. Possession of alcohol, cigarettes, or drugs
- j. Bullying behavior

## **HARASSMENT**

St. Agnes-Sacred Heart School follows the Philadelphia Archdiocesan Policy prohibiting harassment, including sexual harassment. Sexual harassment refers to any unwelcome sexual attention, sexual advances, requests for sexual favors, verbal, visual, or physical conduct of a sexual nature.

Sexual harassment is unacceptable conduct and will not be tolerated. Any student or parent/guardian who is determined to have violated this policy will be subject to appropriate disciplinary action up to and including dismissal of the student. A complete copy of this policy is maintained by the Administration and is available for review upon request.

## **INAPPROPRIATE CONDUCT**

### **VIOLENT/THREATENING/HARASSING BEHAVIOR**

It is the intent of Saint Agnes-Sacred Heart School to provide an educational environment free from all forms of improper threats, intimidation, hostility and offensive behavior. Such improper conduct may take the form of unwanted verbal or physical conduct, verbal or written derogatory or discriminatory statements, and behavior not otherwise conducive to the educational and religious mission of Saint Agnes-Sacred Heart School. Unacceptable conduct – either by a student or a parent/guardian includes, but is not limited to, the following:

- a. disrespectful behavior of any kind toward or about any staff, student, volunteer or parent
- b. insubordination
- c. fighting
- d. bomb scares or triggering other false alarms
- e. use or possession of drugs or alcohol
- f. smoking
- g. possession of any kind of weapon
- h. stealing
- i. intimidation, harassment, threats of any kind, shunning
- j. Bullying behavior
- k. Other – any behavior that warrants attention not specified above.

As these categories do not cover every possible situation, the school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to Saint Agnes-Sacred Heart School.

Conduct by students or parents/guardians, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities.

In addition, in the case of threats of violence or harassment, in any form including oral, written, or electronic, by a student against any member of the school community, the student if suspended but not dismissed, may be required to have psychological or psychiatric clearance before returning to school.

## **SUSPENSIONS/DISMISSAL**

Just appropriate disciplinary policies are essential educational processes which include procedures, more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

Suspension may lead to dismissal. The Administration will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

### **SUSPENSION**

For infractions of a serious nature, as determined by Saint Agnes-Sacred Heart School;

- a. Parents/Guardians of the student will be informed in writing of the suspension as soon as possible.
- b. Suspensions will be implemented (in-school or out-of-school), at the discretion of the Administration.
- c. Following suspension, parents/guardians will be interviewed by the appropriate school official. Students removed from the school community will not be readmitted before a parental interview has been conducted and all other conditions for re-admittance have been satisfied.
- d. Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.
- e. A student may be required to seek professional counseling.
- f. Signed agreement of the parents and a written report of the suspension will be filed in the student's record.
- g. Suspension records are not part of the student's permanent or cumulative record. Ordinarily, suspension records only will be made available to authorized school personnel and parents.

### **DISMISSAL**

- a. After two (2) suspensions, a student may be dismissed.
- b. In certain instances, the infraction may warrant immediate dismissal. Saint Agnes-Sacred Heart School reserves the right to dismiss any student at any time when the conduct of the student or parent/guardian is inconsistent with Saint Agnes-Sacred Heart School policy, the good of the school community or Catholic teachings.
- c. Parent/Guardian of the student will be informed in writing of the dismissal.

# **ACCEPTABLE USER POLICY FOR THE CATHOLIC SCHOOLS OF THE ARCHDIOCESE OF PHILADELPHIA**

## **Purpose**

Computers are a valuable tool for education and one of this school's purposes is to encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below:

## **Goals**

To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology.

To encourage critical thinking and problem solving skills that will be needed in this increasing electronic and global society.

## **Responsibilities of User**

With right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet, for instance, may mean that some material found will not meet guidelines set in our Acceptable User Policy. Monitoring and controlling all such material is impossible. The school will make every effort to discourage the appearance of such material. However, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

## **General Guidelines for use of the Internet:**

- All users are required to take simple Internet training (how to sign on, log off, etc.) from the computer coordinator or his/her designee.
- Only students issued passes or permission, or who have completed training may use the school's computers to access the Internet.
- Use of the stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited if necessary.
- Transferring copyrighted material to or from a diocesan school without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this doesn't occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden.
- E-mail accounts through the school's computer may be restricted.
- Any attempt to circumvent system security, guess passwords or in anyway gain access to secured resources is forbidden.

- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- The system operator has the right to monitor all activities.
- Additional rules and restrictions may be added at any time.

## **Discipline**

Violations of these rules will be dealt with by the administration of the school.  
Student rules (to be posted at the Internet Access stations)

1. For reason of personal safety, students will **NEVER** post personal contact information about themselves or other people. This may include address, telephone number, school address, etc.
2. Students will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people.
3. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
4. Students will not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they through means of the Internet, harass or annoy any other users.
5. Students will not knowingly or recklessly post false information about persons or organizations.
6. Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal.
7. The illegal downloading of copyrighted software for use on home and school computers is prohibited. Violation of these rules may result in any or all of the following:
  - Loss of Internet access
  - Disciplinary or legal action by the school or other involved parties.
8. The school or the Archdiocese of Philadelphia reserves the right to amend this policy.

## **RIGHT TO AMEND**

St. Agnes-Sacred Heart School retains the right to amend this handbook as necessary. Parents will be given prompt written notification of changes.

**St. Agnes-Sacred Heart School  
Student Internet Access Contract**

**I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette and laws regarding the copying of information as prescribed by either Federal, State or local laws, the Archdiocese of Philadelphia and St. Agnes-Sacred Heart School. My signature below, as well as that of my parent(s) or guardian(s), means that I agree to follow the guidelines of this *Acceptable User Policy* for Internet access at all Catholic schools.**

***Student Name/ID* \_\_\_\_\_**

***Student Signature* \_\_\_\_\_ *Date* \_\_\_\_\_**

**Parent or Guardian:**

**We ask that you review this policy with your child and sign this Student Internet Access Contract.**

**I hereby release St. Agnes-Sacred Heart School and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.**

**I will instruct my child regarding any restrictions against accessing materials that are in addition to the restrictions set forth by this *Acceptable User Policy*. I will emphasize to my child the importance of following rules for personal safety.**

**As the parent or guardian of this student, I have read the *Acceptable User Policy* for St. Agnes-Sacred Heart School. I hereby give my permission for my child to use the Internet and will not hold St. Agnes-Sacred Heart School or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.**

**Parent/Guardian Name:**

\_\_\_\_\_

**Parent/Guardian Signature:**

\_\_\_\_\_ **Date** \_\_\_\_\_

**ST. AGNES-SACRED HEART SCHOOL**

**POLICY AGREEMENT**

**Your signature(s) on the St. Agnes-Sacred Heart School Parent-Student Handbook indicate(s) that you have read and understand that compliance with the School's policies and procedures is required in order for the student to attend and continue to attend the School.**

**St. Agnes-Sacred Heart School Administration retains the right to amend this handbook as necessary.**

**PARENT/GUARDIAN  
SIGNATURE(s)**

\_\_\_\_\_  
\_\_\_\_\_

**STUDENT SIGNATURE(s)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE**

\_\_\_\_\_

**Please remove/print this page and return it to your child's teacher.**