

PARENT/STUDENT HANDBOOK

2011 - 2012



**SAINT PATRICK SCHOOL
20 Pleasant Street
Stoneham, MA 02180**

781-438-2593

*Rev. William T. Schmidt, Pastor
Mr. Arthur R. Swanson, Principal*

September, 2011

Dear Parents, Guardians, and Students,

Saint Patrick School is once again filled with the enthusiastic voices of the students sharing their summer stories with classmates and teachers. On behalf of the faculty and staff, I welcome you to a new school year. It is our hope and expectation that the upcoming year will be filled with opportunities that will help the children to develop academically, spiritually, socially, and physically. We would especially like to welcome the many new families who have chosen to become part of the Saint Patrick School family.

The education of youngsters in today's world is a very complex process, one that requires close cooperation and communication between home and school. It should also be a journey that is filled with excitement and wonder, complete with challenges and rewards. As the primary teacher of your children, your continued involvement in this process is essential in order for their talents to be developed fully. I welcome you to join with us on this exciting adventure.

The following pages contain important information concerning some of the rules and expectations of the school. While it is virtually impossible to develop a policy for every situation, the information contained in this Handbook is designed to provide you with guidance, and an understanding of expectations for those associated with Saint Patrick School. It is therefore essential, that you review this information with your children. Kindly sign and return both the Parent/Guardian Acknowledgement page and the Internet Acceptable Use Signature page located at the end of the Handbook.

As always, please know how deeply we appreciate your support and cooperation.

Sincerely yours,

Arthur R. Swanson
Principal

DIRECTORY

School Office Hours	7:45 a.m. - 3:00 p.m.
School Phone Number	(781) 438-2593
School Fax Number	(781) 438-2543
Rectory Phone Number	(781) 438-0960
Religious Education Office	(781) 438-1093

School Administration

Rev. William T. Schmidt	Pastor
Mr. Arthur R. Swanson	Principal
Ms. Deborah Kelley	Secretary

Faculty

Ms. Carol Stoffel	Pre-Kindergarten
Ms. Karen Hambrecht	Kindergarten A
Ms. Mary Alice Janice	Kindergarten B
Ms. Ann-Margret McDade	Grade 1A
Ms. Jennifer Dzedziak	Grade 1B
Ms. Maryann Barisano	Grade 2A
Ms. Catherine Ens	Grade 2B
Ms. Barbara Mitrano	Grade 3A
Ms. Kelly Fillion	Grade 3B
Ms. Nancy Riley	Grade 4A
Ms. Terri Beebe	Grade 4B
Ms. Ethel Holland	Grade 5A
Ms. Krista Skinner	Grade 5B
Ms. Joanne Anderson	Grade 6A
Ms. Bailey Magazzu	Grade 6B
Mr. Charles Topham	Grade 7A
Ms. Erin Golden	Grade 7B
Ms. Kathleen Andries	Grade 8
Ms. Victoria Gutierrez D'Costa	Spanish - Grades 6-8
Ms. Karen Hoff	Science - Grades 5-8
Sister Michael Brigid Driscoll, O.P.	Mathematics
Sister Maureen Joseph Hunt, C.S.J.	Reading
Mr. Curt Anderson	Art
Mr. Todd Evans	Music
Ms. Elizabeth Liwo	Guidance
Young World (Ms. Jan Johnston)	Physical Education
R&R Associates (Ms. Donna Savino)	Computer
Ms. Traci Mello, Ms. Elaine Turner,) Ms. Diana Chiaramonte-Joyce)	Nurses

Physical Plant

Paul Stocks

Matt Gallagher

Tom Folger

John Reinold

PHILOSOPHY STATEMENT

It is the purpose of Saint Patrick School to communicate the Gospel message of Jesus Christ, through the discipline of prayer, moral development, learning, and service. The school also endeavors to provide a quality education in an environment that fosters the spiritual, moral, intellectual, and emotional growth of each student.

MISSION STATEMENT

It is the mission of Saint Patrick School to prepare and challenge its students to develop spiritually, intellectually, physically, and socially.

We are a faith community, dedicated to teaching and nurturing the Catholic faith, and its values, by focusing on the life of Christ, prayer and the Sacraments.

We strive to prepare and challenge our students by encouraging each child to reach his/her potential, using an age-appropriate, integrated curriculum. We strive to develop well-rounded, respectful and service oriented individuals who are prepared to meet the challenges of an increasingly complex world.

We strive to foster a strong and positive relationship between the home and school, with regular communication, and numerous opportunities for parental involvement, thereby enriching the learning experience of all our students.

WORDS WE LIVE BY

Act justly

Love and serve one another

Walk humbly with God

POLICIES & PROCEDURES

Absences

When a student is absent, parents are requested to call the school before 7:30 a.m. and leave a brief message and arrange for homework. A written note stating the reason for the absence must be presented to the teacher upon the student's return to school. A physician's note may be required after five consecutive days of absence.

Accidents

In case of an accident, the student or monitor should immediately report the accident to the classroom teacher. The teacher must then file an accident report with the office. In case of severe accidents, emergency care will be provided and parents notified. Please be sure that emergency forms have been completed and returned to school.

Admissions

In keeping with the Christian concept of education, Saint Patrick School poses no conditions for admission other than the child's ability to function as a student of this school and his/her willingness to abide by the rules governing behavior. Under the auspices of the Archdiocese of Boston, Saint Patrick School does not discriminate on the basis of race, color, nationality and ethnic origin in administration of educational policies, admission policies, scholarship and loan programs and in the hiring of school personnel. The purpose for our existence is to impart the message of Jesus Christ according to the doctrine of the Catholic Church. Students of other religions are welcomed, but must attend the religion class. Saint Patrick School does not provide an option to the religion class.

The primary registration period for Saint Patrick School is during Catholic Schools Week, which is usually celebrated in January/February. Registration is open to all with priority given as follows:

- Students whose siblings attend Saint Patrick School
- Registered parishioners (must be registered by June 30 of the previous school year and contribute financially to the parish)
- Non-parishioners

Admissions (Continued)

Age requirements are as follows:

Pre-Kindergarten: A child should be four years of age on or before August 31st in order to enter Pre-Kindergarten in September of that year.

Kindergarten: A child should be five years of age on or before August 31st in order to enter Kindergarten in September of that year.

First Grade: A child should be six years of age on or before August 31st in order to enter First Grade in September of that year.

The Principal reserves the right to make adjustments in the age requirement, depending on the maturity and social adjustment of the child.

Students seeking a transfer from another school should submit the following:

- a registration form
- a copy of the student's Permanent Record Card
- a copy of the most recent Report Card
- current health records

For students entering grade 1-8, an interview with the Principal of Saint Patrick School may be required before admission can be finalized.

Students who transfer into Saint Patrick School will be placed on probationary status for the first six weeks. The student's behavior and performance will be reviewed within that time period to make sure that the school is able to meet the student's needs, academically and emotionally.

After-School Program

Saint Patrick School provides after-school care from 2:30 to 6:00 p.m. on days that school is in session. It is also available on half-day sessions beginning at 11:30 a.m. After-school activities are age appropriate. Weather permitting, students will have outside play. Students may also utilize their time in this program to work on homework assignments. A surcharge will be imposed for any child not picked up by 6:00 p.m. Registration forms and rates are available in the school office.

Appointments - Students

Private medical and dental appointments should be made after school hours, if possible. If it is necessary to have a child excused during school hours, a note should be sent to the office stating the reason for dismissal. A parent or a designated adult should sign out the child in the office at the time of dismissal.

Appointments - Teachers

Teachers are generally not available to meet with parents before school in the morning or during the dismissal process at the close of the school day. Teachers will be happy to schedule a meeting and discuss your child's progress after school, but an appointment in writing must be scheduled. Teachers will honor your request as their schedule permits. Parents arriving for scheduled appointments must first check in with the office staff.

Attendance

The school day begins at 8:15 a.m. Students are not permitted on school property prior to 8:00 a.m., unless accompanied by a teacher, as there is **no supervision until this time**. Morning Prayer, each day, led by one of the students, takes place at 8:15 a.m. **Students who arrive after 8:15 a.m. are marked tardy. Students who arrive after 8:30 a.m. must report to the school office for a tardy slip, before entering the classroom.**

Regular and prompt attendance is an essential ingredient for success in school. Unless excused for illness or other serious reason, students are expected to attend school. Ten days may be considered excessive absenteeism and will be reviewed by school administration, and may be cause for dismissal. We ask that parents give school-time high priority

on their list of values. Kindly schedule doctor's appointments at times when school is not in session, if possible.

Asbestos

Saint Patrick School has regular inspections of its buildings in accordance with the asbestos Hazard Emergency Response Act (AHERA). An asbestos management plan has been developed for the school which has asbestos-containing material present. These plans are available and accessible to the public at the school office, as well as at the Local Educational Agency (LEA) of the Archdiocese of Boston.

Books

Textbooks must be covered, and each student must have a book bag or backpack and a pencil case. Respect for property is an important quality of character; therefore, books, desks, equipment, etc. must be carefully cared for by each student. A loss of material or property damage is the responsibility of the student, and parents are required to reimburse the school accordingly. All students are encouraged to take pride in and care for school property. Acts of vandalism are costly to the school, parish, and other parents.

Bullying (See Harassment)

Cheating/Plagiarism

Cheating and plagiarism involve acquiring and using information dishonestly. Students who cheat or plagiarize will lose the right to have his/her work presented for credit. No makeup will be allowed and the student will receive a zero for a grade. Discipline, including but not limited to suspension or expulsion, will be administered as deemed appropriate by the School Administration. Parents will be notified.

Class Assignments

It is the prerogative of the principal with the advice of the classroom teachers to assign students to a respective teacher. Please do not ask for a specific teacher, as these requests will not be honored.

Clothing

It is highly recommended that parents label their child's clothing, lunch box, and books. The Lost & Found container is located in the Nurse's Office.

Communication

Regular communication between school and home is encouraged. A calendar for the school year is sent home in September. Also, a monthly calendar will be sent updating and indicating specific events for that month. Notice about activities and events are usually sent home as needed. Parents are encouraged to communicate with their child's teachers concerning any issues that would help the teacher work effectively with their child.

Communication (Continued)

Saint Patrick Mothers' Club, as well as the P.T.O., also send many notices regarding school events. Please check daily with your child to determine if any notices were distributed. No person or organization may distribute materials on school property without prior consent of the administration. Parents are also encouraged to check the school's website as information of interest may also be posted at:

www.stpatrickschoolstoneham.org

Confidentiality

The Administration and Faculty will keep private information that has been entrusted to them for the benefit of the child or family. However, if the health, safety, or life of another is in jeopardy, proper procedures will be followed and parents will be notified of the concern.

CORI Check

The Archdiocese of Boston mandates that all parents and school volunteers fulfill the Criminal Offenders Record Information check. Each year a copy of the Commonwealth of Massachusetts CORI form must be completed by parents and volunteers, and returned at the beginning of the school year. In addition, consistent with Archdiocesan policy, school volunteers must also sign the "Code of Ministerial Conduct" and complete a one-time program entitled "Protecting God's Children".

Crisis Plan

A detailed Crisis Intervention Plan has been developed for the safety of the students. Should the building need to be evacuated, the students will be relocated. Specific codes and/or instructions will indicate to the faculty the nature of the crisis and either a lockdown or evacuation will be implemented. Appropriate drills will be conducted with assistance from the Stoneham Police and/or Fire Departments.

Curriculum

Saint Patrick School follows the curriculum designated by the Archdiocese of Boston Catholic Schools Office. This curriculum encompasses sequentially ordered learning experiences and may be adjusted to meet the needs of the students. It teaches Christian values, respect for human rights, and appropriate skills. The Massachusetts Curriculum Frameworks are referenced at various grade levels.

Custody

Consistent with the law, in the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding the child/children. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

Discipline

Discipline involves the encouragement of acceptable behavior and the restriction of unacceptable behavior. The goal of a discipline policy is to help children become self-disciplined and respectful of themselves and others. Saint Patrick School staff believes in firm, fair, and consistent discipline. Teachers will not tolerate disruptive behavior. Students who lack self-discipline or who violate the rights of others can expect disciplinary actions. Each offense will be dealt with on an individual basis according to the nature of the infraction, the severity of the case, and the age of the student. Repeated or more serious infractions can result in more serious consequences including suspension and/or expulsion. There is no requirement for progressive discipline. If a situation is serious enough for a teacher to refer it to the principal, parents may be notified and may be asked to come to school immediately. The principal, in consultation with the pastor, is the final recourse in all disciplinary situations and may waive any disciplinary rule

for just cause at his discretion. (See Suspension & Expulsion) Behaviors that will not be tolerated include, but are not limited to, bullying, destruction of school property, fighting, snowball throwing, leaving school without permission, physical, verbal or sexual harassment, demeaning behavior, disruption of class, disrespect to a teacher, parent, staff member or fellow student, vandalism, violence of any kind, unbecoming language, smoking, possession of alcohol/drugs, weapons or pornographic material. A student who engages in conduct, whether inside or outside the school, or whether during or after school hours, that is detrimental to the reputation of the school or intended to adversely affect the safety or well-being of a student, faculty or staff member, or any such person's family, may be disciplined by the Saint Patrick School administration.

Dismissal

If for some urgent reason your child must leave school early, please send a note to the teacher in the morning and pick up the child at the school office. A parent or authorized adult must accompany the child from the school. A child will not be allowed to leave the school alone before the regular dismissal time. Frequent requests for early dismissals will not be honored. If a student has not been picked up by 2:40 p.m., the child should report to the office and a call will be placed to the home.

Drills

To ensure the preparedness of the students, Saint Patrick School conducts fire drills on a regular basis. Children will be aware of the particular directives regarding emergency evacuations. They will also participate in the drills sponsored by the Stoneham Fire Department.

Emergency Information

An Emergency form requesting information that will assist us in caring for your child, should an unexpected incident arise during the school day, is sent home each year. Please complete the form in its entirety and return it to the office immediately. If a change occurs during the year, please send the updated information to the school office.

Faculty Meetings

Our monthly Faculty meetings usually take place on the first Friday of each month. Please refer to the monthly calendar for exact dates. Students will be dismissed at 11:30 a.m. It is imperative that students be picked up promptly. If a delay occurs, the student will be referred to the

After-School Program. When other additional meetings that require a no session day are scheduled by the Archdiocesan Office, a special notice will be sent home and it will be noted on the monthly calendar.

Field Trips

All classes are allowed to participate in field trips that are related to a particular area of the curriculum. Field trips are privileges, and students can be denied participation if they fail to meet academic and/or behavioral standards. They are considered extensions of the school programs and all school policies are in effect. Whenever appropriate, the school uniform will be worn. The Saint Patrick field trip permission slip, stating all pertinent information regarding the field trip must be signed by the parent or guardian and returned to the homeroom teacher before the day of the trip. Children not enrolled in the school may not attend school field trips. This applies to children whose parents chaperone field trips.

Fundraising

Fundraising is an important source of income that helps ensure the financial stability of the school. Saint Patrick Mothers' Club and the P.T.O. sponsor fundraising activities throughout the year. Other fundraising programs may be initiated by the administration. Full details of these programs will be communicated to parents to elicit their support.

Graduation

In order to receive a diploma, each student must satisfactorily complete the courses prescribed by the Archdiocese of Boston. All financial obligations must be fulfilled in order for a student to participate in graduation exercises. A graduation fee is assessed each year to help defray the cost of graduation activities, e.g., robes, flowers, etc.

Harassment

In order to maintain an environment free from sexism and racism, it is expected that all students will treat one another with **respect and dignity**. **Harassment or bullying is any form of behavior that interferes with another person's sense of safety, dignity, comfort, or productivity.**

Sexual Harassment - involves unwelcome sexual advances, implicit or explicit requests for sexual favors, inappropriate verbal comments, or physical conduct of a sexual nature.

Harassment (Continued)

Physical Harassment - involves unwanted physical contact, assault, deliberate impeding or blocking movements, and any intimidating interferences with normal activity or movement.

Verbal Harassment - involves derogatory comments, jokes, or slurs about a person's gender, race, religion, ethnic origin, physical characteristics, or family.

Visual Harassment - involves derogatory, demeaning, or inflammatory material; such as posters, cartoons, writing, art work, and gestures.

Persistent name-calling, teasing, humiliation, downgrading, etc. will be considered harassment and may lead to suspension or expulsion. The pastor and principal, in conjunction with the Catholic School Office, reserve the right to expel any student accused of harassing students, teachers, staff persons, or any such person's family members.

A complete copy of the school's Bullying Prevention and Intervention Plan may be viewed on the school's website. Hard copies are available in the main office.

Health

Parents are responsible for the overall health of the child. It is expected that students will not be sent to school if they show signs of illness or conditions requiring medical care. If a child has a medical problem, the parent/guardian must inform the school in writing, so that the school may cope with a situation, should it arise. All students must have an up-to-date Emergency Card on file in the school office.

Allergies - There are students attending Saint Patrick School who have **Life Threatening** allergies, especially to certain food products. If possible, we ask for your cooperation with this concern by not sending snacks or lunches to school that contain peanuts or peanut products. Parents are asked to refrain from sending food to the classroom for special events. Also, please remind your child not to share food in school.

Immunization - All students are required to have the immunizations mandated by the Commonwealth of Massachusetts unless specifically exempt. Every student must have been immunized against Diphtheria,

Tetanus, Pertussis, Measles, Rubella, Polio, and Hepatitis B (if born after January 1, 1992). **State law requires that the school receive this information, within the first week of school. Students will not be readmitted to school without this information. Physical examinations are required in Grades Kindergarten, Four, and Seven.**

Health (Continued)

Immunization (Continued)

Parents of students transferring from other schools are reminded to contact that school and request that all student records be forwarded to Saint Patrick School prior to opening day. Failure to do so could delay the starting day for your child.

Communicable diseases such as, but not limited to, Scarlet Fever, Conjunctivitis, Mononucleosis, German Measles, Mumps, and Chicken Pox pose a serious threat to the health and safety of others. Therefore if a child has any communicable disease, it must be reported to the office. A physician's verification of recovery is required for readmittance to school.

Medication policy: At present, the Health Office is staffed by a nurse on a part-time basis; therefore, for the safety of the student, should your child require medication to be administered during school hours, it will be necessary for the parent, or their adult designee, to come to school to administer the medication. This includes prescription and non-prescription medications (aspirin, tylenol, etc.). Parents are always welcome to come to school to administer medication to their child. Students may carry inhalers and Epi-Pens with them, if a physician has prescribed them. The school office must be made aware of any student requiring an inhaler, and be provided with a copy of the physician's order prescribing it. Students with specific allergies such as nuts, bee sting, etc. are required to present an Epi-Pen to the school principal, and a copy of the physician's order prescribing it. In addition, the child should carry an Epi-Pen with them at all times. A carrying case should be utilized in these instances.

Student Illness: In the event a child becomes ill enough to go home, the parent will be notified. Emergency cards should be kept up-to-date with accurate home, work, or cell phone numbers. Parents should be sure the school has the most current emergency numbers. No child may leave the school unless accompanied by a parent or designated adult who will sign the child out at the school office.

Health (Continued)

Head Lice: Lice can be transmitted through close contact with an infested person, or by wearing infested clothing, or by using an infested comb or brush. Children should be warned against sharing hats, clothing, or grooming aids with others. If head lice are detected, the parent will be requested to pick up the student and apply the appropriate medication. The student may return to school, the following day, with a written note from the parent indicating that treatment continues.

Accidents: In case of an accident to a pupil at school, the school is responsible only for immediate first aid. The school does not pay any medical or hospital bills incurred as a result of an accident to a pupil at school or a school-sponsored event.

In case of an accident, no matter how minor it may appear, the student or monitor should immediately report the accident to the classroom teacher. The teacher must then file an accident report with the office. In the case of severe accidents, emergency care will be provided and parents notified.

Homework

Homework is an important part of your child's education. It is an indication of how well he/she can accept responsibility according to his/her age and grade level. Please check your child's homework each night. If there is a good reason for his/her not completing this work, please jot a note to the teacher and inform him/her. Do not excuse your child unnecessarily. Assist him/her to meet this responsibility. Written assignments must be done neatly. Assignments that require studying are a representative form of homework. Working at an average pace at the various levels, the time limits referenced below should be adequate.

Generally speaking, homework will not be given over the weekend. However there may be exceptions as determined by the teacher. Students are expected to use this time working on long-range assignments, projects, and reading. Some students may require the assistance of an adult or older sibling to review material (e.g., spelling words, number facts, materials for tests and quizzes.) This effort is important if the subject is a problem area for your child. If your child is absent, he/she must assume responsibility for making up any homework assignments that may have been given.

Homework Guidelines

Kindergarten - No formal homework -children may practice numbers, letters, reading, vocabulary - maximum time fifteen minutes.

Grades 1 and 2 - fifteen to twenty minutes

Grade 3 - twenty minutes to one-half hour

Grades 4, 5 and 6 - thirty minutes to one hour

Grades 7 and 8 - one hour to one and one-half hours

When possible, teachers will try to coordinate homework assignments with the schedule of a particular subject. Parents should conference with the teacher if a child is spending an inordinate amount of time completing assignments to determine the reasons.

Lunch

Each child should have lunch each day. Please provide a healthy and nutritious lunch. Appropriate portions should be provided. Please do not give your child more than he/she is capable of eating. Saint Patrick School staff is concerned about the amount of food that is being wasted each day, and the message that is being communicated to the children. If your child cannot drink eight ounces of milk, please do not order milk and allow it to be wasted each day. A thermos or a carton of juice would be more practical. Cans or bottles of soda are not permitted. Lunch orders will be taken daily and the procedures for ordering lunch will be explained in a separate notice sent to all parents at the opening of school. The hot lunch program usually begins during the second week of school. Milk is not included with the lunch, but may be purchased separately for the year. The cost varies annually and an order form will be distributed to each child in September.

Lunch Monitors

The lunch monitor is responsible for supervising his/her respective class not just your child.

Guidelines:

- insist on appropriate behavior
- assist student who may need help opening milk, juice, etc.
- do not allow students to misuse food
- walk around the area so that the children are being supervised

Lunch Monitors (Continued)

Guidelines (Continued)

- conversational tones are expected – loud and boisterous noise is not appropriate
- food and drink may not be taken from the cafeteria to the schoolyard
- report any inappropriate behavior or injuries to the office staff or the teacher
- when inside recess is necessary, bring students to their respective classrooms quietly so as not to disturb classes that are still in session

Money

When sending money for any purpose, please send it in an envelope or baggie with your child's name, teacher's name, and purpose for which the money is sent. It is difficult to determine the owner of Lost/Found money unless this procedure is followed.

Mothers' Club

Saint Patrick Parish Mothers' Club was established in 1934. The primary objective was and is to financially assist Saint Patrick School in maintaining its tradition of academic excellence. It is a wonderful organization that helps bond families together in friendship. The club also extends its relationship to the faculty and staff, always ready to assist and lend a helping hand thus fostering a sense of pride, appreciation, and community spirit. All mothers are encouraged to become members of Saint Patrick Parish Mothers' Club and participate in the various activities.

Non-Discrimination Policy

It is the policy of the Department of Education that the Roman Catholic Schools of the Archdiocese of Boston, inclusive of private and parochial schools, admit students of any race, color, national or ethnic origin to all rights, privileges, and programs and activities generally accorded or made available to students at the schools. The schools of the Archdiocese of Boston do not discriminate on the basis of race, color, national or ethnic origin in administration of educational policies, admission policies, scholarship and loan programs, and in the hiring of school personnel.

Parking

The presence of a Catholic School in the area should be a source of edification and pride. Please be aware of the property rights of our neighbors and do not park on their property, block driveways, or allow your children to trespass on private property. The Stoneham Police Department will issue citations, or tow vehicles that are parked illegally. So as not to impede emergency vehicles, parking is prohibited on the left hand side of Pomeworth Street. Parking lot procedures are described in Addendum #1 of this Handbook.

Parties/Invitations

Saint Patrick Parish Mothers' Club provides celebrations for the various holidays; therefore there are no classroom parties. Parents may provide a birthday treat. Rather than bringing sweets, we ask that you provide a non-food treat; pencil, eraser, small pad of paper, etc. If you are planning a party off-site and are inviting classmates, as long as every child in the class is invited, invitations may be distributed in the classroom. However, if every child is not invited, you may not distribute the invitations in school. While it is understandable that limitations are necessary, the feelings of all children must be respected.

Photographs

Pictures of students are displayed throughout the school building. Often there are opportunities to publicize an activity or event in the local newspapers or on the web site, and student's names and pictures may be used. A permission form will be sent to parents each year requesting permission to use photographs/names. Parents' wishes regarding the use of their children's photos and/or names will be stated and honored.

Physical Education

Physical education classes are an important part of children's development and must be considered by the students as an integral part of the curriculum. Excessive absence will result in failure for the year, and credit will not be accrued. A proper gym uniform must be worn or students will not participate in the gym program.

Promotion/Retention

Due to health problems, irregular attendance, poor scholastic achievement, etc., a child may be retained at any given grade or level. No

student may be retained more than once at a grade level, or twice within the elementary grades.

Promotion/Retention (Continued)

Possibility of non-promotion will be communicated to a parent by the classroom teacher in March or April and a conference will be arranged. Decision to repeat a child rests ultimately with the teacher and principal. Each graduate must be approved by the teachers and principal and have fulfilled the Archdiocesan requirements.

- Grades I, II, and III: A pupil failing Reading or Mathematics will not be eligible for promotion.
- Grades IV - VIII: A pupil failing a major subject will not be promoted. English (vocabulary, grammar, composition), Reading, Literature, Mathematics, Science, and Social Studies shall be considered major subjects.

Property

Since school property does not belong to the students, they must respectfully use the books, materials, and furniture. Saint Patrick School is co-tenant of desks and reserves the right to search them at any time without notice. The health, safety, and welfare of students, faculty, and staff are more important than the privacy of a student's property. As such, there can be no expectations of privacy in desks, cubbies, backpacks, bags, and other personal property items brought to school. All student desks, backpacks, and other personal property items brought to school are subject to search by faculty and school administration at any time and without prior notice.

Parent/Teacher Organization (PTO)

The purpose of this organization is to promote the exchange of information and cooperation among parents, faculty, and staff. The PTO encourages parental and community involvement in the school and provides resources to enrich the education of Saint Patrick School students.

Reporting

Saint Patrick School will issue formal report cards three times each year. Midway through the marking period, parents will receive a progress report or a warning notice indicating the child's progress or lack thereof. The teacher may request a parent meeting; likewise, parents are

encouraged to schedule a meeting at this time or whenever a problem is detected.

Sacramental Programs

Students in grade two will be prepared for the reception of First Penance and First Communion. They are welcome to receive these sacraments at Saint Patrick Parish or the parish of your choice.

Safety and Security

As you know, Saint Patrick School provides the latest technology for staff and students in order to enhance teaching and learning. The school's investment in Smart Boards and laptops for each classroom, and the upgrade to new computers in the Lab this year is quite significant. In order to provide some protection for such investments, we have installed security cameras in the corridors of the school and Parish Center. The cameras record corridor activity on a 24-hour basis.

Every member of the school community is responsible for his/her own safety and the safety of others. Any behavior that poses a threat to safety cannot be tolerated and will result in disciplinary action. Serious infractions may result in dismissal from school.

School Cancellations

Signals and announcements pertaining to the Stoneham Elementary Schools apply to Saint Patrick School. Please listen to the radio and TV announcements on the following stations: WBZ, WROL, WBOS, WROR, WEEL, WHDH; Channels 4, 5, 7. **PLEASE DO NOT CALL THE POLICE STATION OR RECTORY.** If there is a delayed opening, school will begin at 10:00 a.m. and students may enter at 9:45 a.m. Lunch and dismissal times remain the same.

If there is a half-day scheduled on a delayed-opening day, it will become a full day of school.

If school is in session during inclement weather, it remains the decision of the parent whether or not to send the child/children to school.

School Consultative Board

Saint Patrick School Consultative Board is an organization that is formed to further the general welfare of Saint Patrick School and those associated with the school. The Board strives to establish and maintain a cooperative, intelligent, and harmonious relationship between Saint Patrick School and the greater community of Saint Patrick Parish. The Board serves to enlighten, advise, and assist the pastor and principal in

the daily operation and maintenance of Saint Patrick School and in planning for the future of the school. The Board is consultative in the following sense: the members cannot act apart from the pastor and principal and cannot make decisions for the school without the approval of the pastor and principal.

School Hours

Pre-Kindergarten

- 3 half-day schedule-8:15 a.m.-11:00 - Tuesday-Thursday-Friday
- 3 full-day schedule-8:15 a.m.-2:30 p.m.-Tuesday-Thursday-Friday
- 5 full-day schedule-8:15 a.m.-2:30 p.m. - Monday thru Friday

Kindergarten through Grade 8 -- 8:15 a.m. - 2:30 p.m.

Early dismissal will take place at 11:30 a.m.

Saint Patrick School cannot be responsible for any child who is on the premises before 8:00 a.m. or after 2:40 p.m. unless they are in a formal program.

Students who are not picked up by 2:40 p.m. will be sent to the After-School Program and parents will be assessed the appropriate fee.

Spiritual Welfare

Parents bear a loving responsibility for the spiritual development of their children. Placing your child in a Catholic school indicates your interest and concern for your child's religious education and formation. However, often the responsibility for children's spiritual development has been abdicated to the school. Priests, Sisters, and Teachers are always ready and willing to assist you, but they are just that, your assistants. The rite of Christian Baptism clearly designates parents as the primary educators of their children. Children starting in Grade One are expected to attend Mass each Sunday and Holyday. Let your example be his/her teacher. Students will participate in the parish liturgies on Holydays when students are in school. Other liturgies and prayer services are scheduled during the academic year.

Sports

Students who maintain prescribed academic and behavior standards will be allowed to participate in school and extra-curricular activities.

Student Council

Students in grades six through eight are eligible to participate in the Student Council. Academic and behavior standards apply. The office of President is held by an eighth grade student. An election process takes place each fall.

Substance Abuse/Weapons

Saint Patrick School makes every effort to make students aware of the dangers and consequences of the unlawful use of substances. The school defines drug abuse as the improper use of legal drugs/substances to include tobacco, steroids and/or illegal drugs/substances. Students who unlawfully use, consume, possess, or distribute drugs, or who use, consume, possess, or distribute alcohol and/or possess or threaten to use any weapon, such as but not limited to a knife or firearm to include firecrackers and/or any explosive device that would bring potential harm to people and/or property on school property, at school activities or near school property with access to students attending the school or against any member of the school community are subject to appropriate disciplinary action including but not limited to expulsion. In the event that school officials believe that a student is under the influence of an illegal substance, the parents will be notified. School officials reserve the right to require that the student be taken for drug testing within twenty-four hours and that the results of the testing be shared with the appropriate school officials.

Suspension and Expulsion

Membership at Saint Patrick School is a special privilege. On rare occasions some students are inclined to abuse it and behave disruptively. Some unacceptable forms of behavior that could result in a student's suspension and/or expulsion include, but are not limited to, acts of disrespect to teachers, parents, staff, or fellow students, bullying, disruption of class, fighting, foul language, threats and harassment of any kind, (physical, sexual, visual) possession of alcohol/drugs/weapons, possession of pornographic materials, smoking in/on school buildings/grounds, truancy, vandalism and any behavior that is deemed inappropriate by the administration. Suspension and expulsion appeals may be made to the Pastor or his delegate.

Tardiness

School hours have been previously noted. Punctuality is a characteristic to be developed. It is the responsibility of the parent to have the child/children at school on time. Usually tardiness is not the fault of the student, but he/she bears the punishment. Every occasion of tardiness is recorded on his/her record. Schoolyard traffic becomes congested some mornings; therefore, to avoid having your child/children be recorded as tardy (arriving in the classroom after 8:15 a.m.) kindly allow extra time for your morning commute.

Technology

The purpose of making technology available is to enhance teaching and educational discovery. Acceptable use is an extension of Saint Patrick School's code of conduct. Students are responsible for appropriate behavior while using computers throughout the school and when on the network. Appropriate network etiquette will be expected. Please review the attached Archdiocesan Acceptable Use Policy for students. After discussing the policy with their children, parents and students are to sign the Agreement Forms and return them to school. The Acceptable Use Policy is included at the back of this Handbook as Addendum #2.

Telephone/Cell Phones

The school telephone is to be used for emergencies only. Children are not allowed to call home for forgotten homework, money, sneakers, etc. Please assist them in being responsible for having everything that they need for a successful day before leaving home. All arrangements regarding dismissal or after-school plans should be made before the child comes to school each day. Last minute calls at dismissal time, either incoming or outgoing, present many problems. Saint Patrick School cannot be liable for undelivered messages that occur at this time.

Cell Phones - Students may bring cell phones to school to be used after school. They must be turned off and placed in their backpacks during school hours. If a student uses the phone during the school day, or allows another to use it, the phone will be held in the office and the parent must pick it up. The student will lose the privilege of bringing it to school thereafter. This is a safety issue and the rule will be strictly enforced.

Testing Program

Students at Saint Patrick School will participate in the following testing according to grade levels:

Kindergarten Screening - usually provided by the child's hometown/city.

Grades Two through Eight - Archdiocesan Testing Program

Grade Five - Acre-Assessment of Catholic Religious Education

Transfers

It is the policy of Saint Patrick School to mail to the receiving school the records of the student who is being transferred. Parents are asked to sign a release form and indicate the school to which the records are to be sent.

Tuition Policies

The tuition schedule is delineated in a separate policy booklet. If tuition payments are outstanding at the end of the stated payment plan, one week of grace will be allowed. Students will not be allowed back into school until this responsibility is resolved.

Uniforms

The way that a child dresses influences his/her academic performance; therefore the respective uniforms must be worn each day. Students who disregard the uniform directives will receive a notice to be signed by the parent. Repeated infractions will result in serious penalties. Due to safety concerns footwear such as flip-flops, crocs, high heels, etc. may not be worn in school.

Uniform Distributor

J.B. Edwards Uniform Company
39 Cummings Park
Woburn, MA 01801
1-800-654-5148

It is required that all uniforms, including the gym uniform, be purchased from J.B. Edwards Uniforms in Woburn, MA. Information pertaining to the school uniform is available at the school office.

Pre-Kindergarten – Children enrolled in the Pre-K program are not required to wear a uniform.

Kindergarten – The Kindergarten uniform will be the Physical Education Uniform as described further on; however; girls may wear the same girl's uniform as those in Grades 1-4.

GIRLS – Grades 1-4

Plaid jumper
White round color blouse
Navy or white socks* or tights
Shoes – not sneakers

GIRLS – Grades 5-8

Plaid skirt
Green knit shirt with school logo
Green or white socks* or tights
Shoes – not sneakers

(*socks must appear above the back of the shoe)

GIRL'S UNIFORMS MUST BE WORN AT THE KNEE OR BELOW.

OPTIONAL

Navy walking shorts or skorts
(Sept./Oct., April/June)

Khaki walking shorts or skorts
(Sept./Oct., April/June)

Navy Pants
(Nov./Mar.)

Khaki Pants
(Nov./Mar.)

Navy sweater – cardigan or pullover

Green sweater – cardigan or pullover

White knit shirt, with logo

White knit shirt, with logo

BOYS – Grades 1-4

Navy dress pants, **with belt**
White knit shirt with school logo
Navy or white socks
Shoes – not sneakers

BOYS – Grades 5-8

Khaki pants, **with belt**
Green knit shirt with school logo
Green, navy or white socks
Shoes – not sneakers

OPTIONAL

Navy walking shorts
(Sept./Oct., April/June)
Navy sweater - cardigan or
pullover
White knit shirt, with logo

Khaki walking shorts
(Sept./Oct., April/June)
Green sweater - cardigan or
pullover
White knit shirt, with logo

N.B.: All shirts must be tucked inside the pants/skirt/shorts.

Physical Education Uniform (J.B. Edwards)

Navy sweatshirt or T-shirt
Navy sweatpants or nylon pants
Navy or white socks

Navy mesh or nylon shorts
Sneakers (**wheels are not allowed**)

School Uniform

The school uniform helps define who we are as a member of the Catholic School community of Saint Patrick School. As such, it should be worn as a source of pride. We ask that you carefully review the uniform policy and refer to it if you have any questions about what the students may or may not wear. We thank you in advance for your attention to this matter.

Students at Saint Patrick School wear a specific uniform. It is expected that students will be dressed in the complete uniform at all times **and that it will be worn as expected**. It is the responsibility of the homeroom teacher to monitor this policy, and to notify parents when it is violated. The exception to this policy will be Tag Days, or NUT Days (No Uniform Today) held throughout the year to benefit the Enrichment Program and/or the school Auction. On these occasions, the dress code is relaxed, **but inappropriate attire will not be accepted (midriffs, offensive or insulting writing on T-shirts, pajama bottoms, low hung pants, low cut tops, above the waist tops, etc.)**. All Tag Days and NUT Days will be on assigned dates during the year. The uniform must also be worn on the first day of school and on the last day of school each year. **Decisions regarding inappropriate attire on these occasions are at the discretion of the principal.**

School Uniform

Hairstyles will be **neat, clean, and conservatively maintained**. Mohawks, punk, dyed, painted hair and other **potentially disruptive styles** are not permitted. **Decisions regarding inappropriate hairstyles are at the discretion of the principal.**

Hats are not to be worn inside the building except on specially designated days. Socks for boys and girls must show above the top of the shoe or sneaker.

Girls are permitted **only lightly applied make-up**, and light colored nail polish. Girls may wear small earrings (no large hoops or dangling earrings) and **in the ear only**. **Boys are not permitted to wear earrings. No other visible body piercing is acceptable for boys or girls. A thin chain, for a religious medal, or cross, may be worn inside the blouse or shirt. Other chains or bracelets are not permitted for girls or boys.**

Uniforms (Continued)

Sneakers are not permitted except on the assigned gym days. It is important that only non-marking shoes be purchased as part of the uniform. **If it is noticed that a student's shoes leave large, black marks on the school floors, the student will be required to purchase another pair of shoes.**

A lot of unnecessary grief, wasted time, and hard feelings can be avoided if the school uniform code is followed as stated in this Handbook. This is a condition of initial registration in the school and continues until the student graduates or transfers out of the school. Parental cooperation is essential in this matter.

Vacations

Vacations should be planned to coincide with school vacations. If vacations are taken at other times during the school year, teachers are not able to re-teach the material covered while the student was on vacation; however, the teacher will maintain a folder of any missed assignments that the student may complete at home, on their return to school. It is the student's responsibility to obtain these assignments and arrange for any test make-ups.

Each year the academic requirements for teachers and students increase significantly; however, the length of the school day and school year has

remained essentially unchanged. Extended absences from school inevitably result in a lowering of academic achievement and an increase in frustration for the student attempting to make up the missed assignments. It is for this reason that we ask your cooperation when scheduling vacations.

Violence - Actual and Threatened

Physical assaults are forbidden. All threats of violence will be taken seriously and students making threats will be disciplined in an age-appropriate manner.

Virtus Program - "Protecting God's Children"

The Virtus Program is mandated by the Archdiocese of Boston for all parents and persons who volunteer in any capacity at Saint Patrick School/Parish. The program addresses sexual abuse issues and the safeguards that are in place for the protection of children. The program is scheduled throughout the year and is held at Saint Patrick Parish Center. The program is conducted by the parish's Office of Religious Education. Dates and times will be posted in the Parish Bulletin. The program is also available in other parishes throughout the Archdiocese.

Visitors

For the safety of all concerned, all visitors, including parents, must report to the office when entering the building. Parents are not allowed to go to a classroom during the school day. If there is a reason to see your child, the child will be called to the office.

Weapons

A weapon is any implement which could be used to threaten, endanger, or injure oneself or another person. If students are found with a weapon, parents and the police department may be contacted. Suspension or expulsion may result.

The Administration retains the right to amend this Handbook for just cause, and parents will be given prompt notification if changes are made.

Parent/Guardian Handbook Acknowledgement

2011 - 2012

I have received a copy of the Saint Patrick School Parent/Student Handbook. Furthermore, I have read and discussed these school policies and expectations with my child(ren).

Parent/Guardian Name: _____

Date _____

Student Name and Grade _____

Student Name and Grade _____

Student Name and Grade _____

Student Name and Grade _____

Student Name and Grade _____

.....
Parent/Guardian Permission to Publish Child's Name and/or Photograph

Periodically, we submit stories of interest about the school and the children, along with their photographs, to various newspapers and other news outlets. Please indicate whether or not we have your permission to include your child(ren) in these stories.

Yes, I give Saint Patrick School permission to publish my Child(ren's) name and/or photograph in various news outlets.

No, I do not wish my child to be included in the above.

Parent/Guardian Signature: _____

Date _____

ACCEPTABLE USE AND INTERNET SAFETY POLICY

2011 - 2012

PARENT'S/GUARDIAN AGREEMENT

Student Name and Grade _____

Student Name and Grade _____

Student Name and Grade _____

Student Name and Grade _____

Student Name and Grade _____

To be read and signed by parents or guardians of students who are under 18:

As the parent or legal guardian of the above student(s), I have read, understand and agree that my child(ren) or ward shall comply with the terms of Saint Patrick School Acceptable Use and Internet Safety Policy for the student's access to Saint Patrick School computer network and the Internet.

I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy.

I am therefore signing this Policy and agree to indemnify and hold harmless the school, Saint Patrick School and the Data Acquisition Site that provides the opportunity to Saint Patrick School for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such network or his or her violation of the foregoing Policy.

Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access Saint Patrick School computer network and Internet.

Parent or Guardian Name(s) (Print clearly)

Home Phone

Parent or Guardian Signature(s)

Date

Address

City, State

Zip Code

ACCEPTABLE USE AND INTERNET SAFETY POLICY

2011 - 2012

STUDENT'S AGREEMENT

Every student, regardless of age, must read and sign below

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to Saint Patrick School computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

**young pre-readers/writers: Parent/Guardian must sign the statement indicating they have explained to their child in full what is and is not acceptable in regards to proper Internet use.

Student Name (print clearly)

Student Signature Date

Student Name (print clearly)

Student Signature Date

Student Name (print clearly)

Student Signature Date

Student Name (print clearly)

Student Signature Date

Student Name (print clearly)

Student Signature Date

****Parent Signature-Underage/Non-Readers** Date

Address City Zip Code

ADDENDUM #1

PARKING LOT SAFETY GUIDELINES

Please keep in mind that the preeminent concern for all is the safety of students and others who use the parking lot and schoolyard. The best general safety measure is that everyone use common sense and good judgment, proceeding slowly and cautiously in the parking area and schoolyard at all times. For the most part, parents driving in the school parking lot are cautious and attentive to pedestrian traffic. However, in addition to using common sense and good judgment, we ask that parents also be aware of and follow the specific parking rules set forth below, and to communicate these rules to anyone who assists them in providing transportation to their child(ren):

1. On a regular full school day, the parking lot is open for parents from 8:00 a.m. until 8:30 a.m. for drop-off and from 2:15 p.m. until 3:00 p.m. for pick-up at dismissal - (11:15-11:45 a.m. on half-day sessions) Please note that when the parking lot gates are closed (by way of rope or other barrier), parents are not permitted to open them and enter the parking lot at their discretion.
2. At morning drop-off, parents who wish to walk a student to the front door of the school buildings must park in the lanes closest to Pleasant Street and walk the child(ren) to the front door. Parents who do so are not allowed to enter any of the school buildings without checking in first at the school office to sign-in and obtain a visitor's badge. Please be especially watchful and cautious whenever walking in the parking lot.
3. At pick-up for dismissal, please note that there are large yellow circles painted on the blacktop indicating no parking lanes. Please do not park in these yellow dot lanes. For every two lanes of parking, there is to be one lane on a side free of parked cars so that others are able to leave the parking lot without being blocked in by cars around them.
4. At pick-up for dismissal, there is a "safety area" for children and adults designated by way of cones and/or other barriers. For obvious safety reasons, no one is allowed to drive in the safety area. Students will be dismissed into the safety area. Adults should make every effort to keep those children waiting in the safety area away from statues, machinery, slide-like sides of stairways and continue to set other common sense limits.
5. At pick-up, there is a ten minute "waiting period" beginning with the 2:30 p.m. dismissal bell and a second bell at 2:40 p.m. during which vehicles shall not move from their parking space. This waiting period gives the children sufficient time to move safely from the safety area to the waiting cars in the lot. Any children and adults who are still on their way to the vehicles at the 2:40 bell will be asked to stop and wait in the safety area of the schoolyard until those vehicles which began moving at the 2:40 bell have had a chance to exit the lot. When traffic has stopped, the remaining children and adults may then proceed safely to their cars.

6. At any time, if you are parking your car in the school lot for more than a few minutes, please turn off the vehicle's engine. The school parking lot is a "No Engine Idling" zone. Automobile exhaust fumes can be hazardous to one's health and particularly harmful to the health of children whose young lungs are still developing.
7. At no time is parking in the fire/emergency lanes allowed.
8. At all times, the ramp at the back of the lot should be used only as an entrance for drivers coming into the school from Pleasant Street. This one-way ramp should never be used as an exit for obvious safety reasons. Also, please note that no one should walk on the car entrance ramp.
9. At all times, please observe all parking regulations on Pomeworth and Central Streets, as cars parked illegally on those streets impede the movement of emergency vehicles. Stoneham Police will enforce parking regulations on those streets.

Further, in addition to the above, please discuss the following parking lot and schoolyard behavior with your child(ren):

- Please keep in mind that any parking lot can be dangerous. The school parking lot is no different. Cars are pulling out, and when people are walking in several different directions, they can go unnoticed. We need you to help us keep you, your friends and your family safe by always being aware of your surroundings, by being careful in the parking lot and schoolyard and by following the rules.
- When dismissed, students should go directly to their parent or guardian waiting in the safety area. Older children may go directly to the car so long as they do so during the 2:30 to 2:40 p.m. waiting period or after the cars have left at 2:40 p.m. Younger children should not enter or cross the parking lot unless accompanied by an adult.
- For safety reasons, students are not allowed to play games in the parking lot during drop-off or dismissal.
- Remember that drivers in their cars cannot always see you as you walk through the parking lot. You may be hidden behind other cars or the driver may not be aware of where you are. Do not assume that a driver sees you.
- During recess, stay at least 10 feet away from any vehicle, parked or otherwise.
- In the event a vehicle comes through the lot unexpectedly, please get out of the way as quickly as you can and walk to the nearest responsible adult.

The use of the parking lot is a privilege which can be taken away from individuals who violate the rules and guidelines or from the school community as a whole by the Pastor. Failure to follow the parking lot guidelines will be considered a violation of school policy and will be referred first to the school Principal for resolution, and then, if necessary, to the Pastor.

ADDENDUM #2

SAINT PATRICK SCHOOL STONEHAM, MA

ACCEPTABLE USE POLICY FOR STUDENTS

St. Patrick School is pleased to make available to student's access to interconnected computer systems within the school's Local Area Network and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for St. Patrick School to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that on student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of the network and internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("Policy") of St. Patrick School and the Internet Service Provider that provides Internet access to St. Patrick School. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. St. Patrick School cannot provide access to any student who, if 18 years of age or older, fails to sign and submit the Policy to the School as directed or, if under the age 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but also are agreeing to report any misuse of the network to the person designated by the School for such reporting. Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

A student who submits to the School, as directed a properly signed Policy and follows the Policy to which she or he has agreed, will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in St. Patrick School before they are given an access account.

III. ACCEPTABLE USES

A. Educational Purposes Only

St. Patrick School is providing access to its computer networks and the Internet for only educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated the School to help you decide if a use is appropriate.

IV. ACCEPTABLE USE AND INTERNET SAFETY POLICY

CONDITIONS AND RULES FOR PROPER AND ETHICAL USE

Acceptable Use

The purpose of the internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, the use of the account must be in support of and consistent with the educational objectives of St. Patrick School.

Privilege

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in the cancellation of this privilege.

A: RESPONSIBLE USER

A responsible user may:

- Use the Internet to research assigned classroom projects.
- Use the Internet to send electronic mail (email) to other users only when corresponding on school projects.
- Use the Internet to explore other computer system.

A responsible user:

- May NOT use the Internet for any illegal purpose.
- May NOT use Instant Messaging.
- May NOT sign onto social networks, i.e. MySpace.com, Friendster.com
- May NOT randomly search the Internet without a teacher's express consent.
- May NOT download images, files or music without a teacher's express consent.
- May NOT participate in or generate hate mail.
- May NOT use the network to access obscene or pornographic material.
- May NOT use impolite or abusive language.
- May NOT violate the rules of common sense or etiquette.
- May NOT change computer files that do not belong to the user.
- May NOT receive copyrighted material without permission.

Note that system administrators have access to all user accounts, files, etc. including email.

By signing this agreement you acknowledge that you:

- Understand the rules and regulations of St. Patrick School Acceptable Use Policy.
- Realize that if the rules are violated your privileges will end.
- Understand there will be no second chances.

B. Unacceptable Uses of Network

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.
2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm virus, "Trojan horse" or "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.
3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.
4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

- A. **General Warning; Individual Responsibility of Parents and Users.** All users and their parents/ guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she would report such use to the person designated by the School.
- B. **Personal Safety.** Be safe. In using the computer network and internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name, or any other information, which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.
- C. **"Hacking" and Other Illegal Activities.** It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the internet, particularly credit card numbers and Social Security numbers.
- E. **Active Restriction Measure.** St. Patrick School either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

V. PRIVACY

Network and Internet access is provided as a tool for your education. St. Patrick School reserves the right to, monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of St. Patrick School and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which St. Patrick School may refuse to reinstate for the remainder of the student's enrollment in St. Patrick School. A user violated this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and internet, including any user whose access has been denied or terminated. St. Patrick School may also take other disciplinary action in such circumstances.

VII. WARRANTIES/IDEMNIFICATION

St. Patrick School makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parents(s) or guardian(s) are agreeing to indemnify and hold St. Patrick School, the Internet Service Provider that provides the computer and Internet access opportunity to St. Patrick School and all of their administrators, teaches, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of the user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside of School's Name's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

