

PARENT/STUDENT

HANDBOOK

*There are in the
end three things
that last:
faith, hope and
love remain,
but the greatest of
these is
LOVE.*

Corinthians 13:13



SAINT PAUL CATHOLIC SCHOOL

218 NASSAU STREET
PRINCETON, NEW JERSEY 08542
(609) 921-7587
www.spsprinceton.org



**SAINT PAUL
CATHOLIC SCHOOL**
Princeton, New Jersey

The following screenings are done annually:

- Height and weight - All grades
- Vision - All Grades
- Hearing - K - 4, 6, 8
- Scoliosis - 5, 7
- Blood Pressure - K, 8

Parents/Guardians will be notified of any findings that are outside normal limits and will be advised to seek further evaluation.

Parents/Guardians are advised to contact the school nurse with any information that you feel might affect your child's academic success.

STATIONERY STORE

The stationery store hours are 8:30 a.m. - 11:30 a.m. daily. Small stationery items will be available for sale.

STANDARDIZED TESTING

Saint Paul School will administer the standardized tests contracted by the diocesan testing program. Individual schools may use supplementary tests freely for interim testing of classes or small groups. Individual principals and teachers will analyze the standardized testing results each year to determine future curriculum planning as well as to address individual or group needs.

VOLUNTEER SERVICE HOURS

- Every Saint Paul's family is required to complete a minimum of 15 volunteer service hours each school year. If parents/guardians serve on any school committees, or are room parents, coaches, troop leaders or chairpersons, they automatically fulfill the 15 required hours for the year. Please do not assume that the school is aware that you fall into one of these categories. Every family must report completed hours for the records.
- Parents/guardians are requested to use the Volunteer Service Hours form to submit hours as completed. The form is available for download on the school website and can also be completed and submitted online.
- Periodic updates will be sent to all families summarizing their volunteer hours. Any family not completing the 15 required hours will be billed for unfulfilled hours. The amount will be due by early June.

SAINT PAUL CATHOLIC SCHOOL, PRINCETON, NEW JERSEY

MISSION STATEMENT	2
Goals	2
Preface	2
Purpose of Handbook	2
Amendments to Handbook	3
Non-Discrimination Policy	3
Admission Policy	3
Spiritual Life Program	3
Accreditation	4
Registration Procedures	4-5
Immunization Requirements	5
School Hours	6
POLICIES	
Administration of Medication	6
Attendance	
Punctuality	7
Student Absence	7
Family Vacations	7
Early Dismissal	7
Emergency Closings	7-8
Doctor/Dentist	8
Child Abuse Reports	8
Communication Folders	8
Conferences	8
Court Orders	9
Emergency Information	9
Change of Address	9
Field Trips	9
Graduation Requirements	9
Homework	10
Parties	10
Report Cards	10
Records	11
Transfer Requests	11
Transportation/Bus Conduct	11
Tuition Policy	11
Other Financial Obligations	11
Uniform Code	12-14
Gym	14
Hair Style/Head Coverings	14
Make-up/Nail Polish	14
Body Painting/Tattoo	14
Jewelry	14
Dress Down Days	14
Virtus Training	15
Visitors	15
Technology Acceptable Use	15-20
DISCIPLINE	20
MINOR INFRACTIONS	
Back Packs	21
Book Covers	21
Lost/Damaged Books & Equipment	21

Cafeteria Behavior	21
Courtesy	22
Fire Drill Behavior	22
Gum Chewing	22
Cell Phone Use	22
Unauthorized Selling of Items	22
Bus Conduct	22
Uniform Infractions	23
MAJOR INFRACTIONS	
Cheating	23
Damage to School Property	23
Discourtesy	24
Displaying Undergarments/Private Parts/ "Pantsing"	24
Drugs/Alcohol	24
Ethnic Slurs/Bias	24
Fighting/Physical Assault	24
Forgery	24
Foul Language/ Obscene Gestures and/or Drawings	24
Gambling	24
Gangs	24
Improper Assembly	25
Intimidation/Bullying	25
Kissing/Inappropriate Displays of Affection	25
Leaving School Grounds	25
Plagiarism	25
Sexual Harassment	26
Smoking	26
Stealing	26
Threats/Physical Assault on Staff	26
Weapons	26
Arson	27
Continued Willful Defiance	27
Noncompliance with Mutually Agreed Upon Behavioral Contract	27
Possession of and/or Trafficking in Pornographic Materials	27
ADDITIONAL IMPORTANT INFORMATION	
Arrival/Dismissal Procedures	28
Awards	29
Communications	29
Co-Curricular Programs	30
Athletics	30
Extended Care Program	30
Lost and Found	30
Nursing Services	31
Stationery Store	32
Standardized Testing	32
Volunteer Service Hours	32

MISSION STATEMENT

Saint Paul School is a Catholic/Christian community of dedicated professionals. We are centered on the message of Jesus, joined to others in faith, hope and love, and are a part of the service community.

Conscious of our Catholic identity, of the heritage of the past, and of the challenges of the 21st century, we strive to serve God by serving one another, our students, parents/guardians, parish and the larger community of Faith.

Our mission is to provide sound spiritual, educational, moral, ethical and social teachings in a safe environment of love and mutual respect.

GOALS

- To cultivate respect for all of God's creations with emphasis on the Catholic Social Teachings
- To provide the highest quality education in a diverse educational environment that will empower children to develop their God-given talents
- To provide experiences and activities that will enable students to assume a value-centered role in society

PREFACE

The Parent/Student Handbook is designed to assist parents/guardians and students in understanding the policies and the regulations of Saint Paul School. It serves as an avenue of cooperation between the home and the school. The policies contained in this document are in compliance with the policies of the Diocese of Trenton.

PURPOSE AND USE OF HANDBOOK

This handbook exists to foster the efficient operation of Saint Paul School. To meet this objective, the parish/school administration is given flexibility and the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

The uniforms/items will be donated or disposed of if students/parents/guardians do not collect them by the last day of school. Please label all items so you can identify them if lost.

NURSING SERVICES

The school nurse is available from 8:00 a.m. until 2:30 p.m. daily and may be reached at 609.921.3377. If a child becomes ill or severely injured while at school, parents/guardians will be contacted. Emergency information is provided by parents/guardians at the beginning of each school year. Parents/Guardians are asked to keep this information current and alert the school nurse of any changes during the school year.

Children who are ill should not come to school. The following guidelines should help parents/guardians determine when to keep a child at home.

1. Vomiting and/or diarrhea - Children should not have had diarrhea and/or vomiting for 24 hours before returning to school.
2. Fever greater than 99.6 degrees - Children should be fever-free for 24 hours without the use of fever-reducing medications, before returning to school.
3. Persistent dry or productive cough
4. Unexplained rash on any part of the body
5. Crusty drainage and/or unexplained redness of one or both eyes
6. Cold symptoms associated with fever and/or lethargy
7. Sore throat accompanied by white "dots" on throat and/or fever
8. Children being treated with antibiotics should be on medication for 24 hours before returning to school. (48 hours for strep throat) Prescription and nonprescription medications may be administered during school hours. Any medication that is to be administered during school hours:
 - Must be accompanied by a note from the parent/guardian
 - Must be accompanied by an order from a physician, dentist, or orthodontist containing the child's name, date, medication, dosage, time of administration, diagnosis, length of time order is in effect and physician's signature
 - The Prescription must be in original container (many pharmacists will provide a separate container for school). Over-the-counter items must be in the original packaging

- Telephone
- Conferences

CO-CURRICULAR PROGRAMS

It is important that all participants in co-curricular activities obtain a passing average in all subject areas. Behavioral requirements are the same as the Code of Conduct.

A faculty member, or another adult designated by the principal, will moderate a specific club or student organization in the school. Adults who sponsor co-curricular activities will understand the various responsibilities and will conscientiously perform the duties. All adults who work with students must comply with the diocesan Criminal History Background Check procedures and attend diocesan Virtus workshop(s).

Any new club or organization needs the approval of the principal, who will consider its objectives prior to granting permission for its formation.

ATHLETICS

In order to develop and maintain physical fitness/wellness, students are encouraged to participate in athletic programs. Good sportsmanship must be a hallmark of all school-sponsored teams.

Athletic programs are developed in an effort to provide opportunities for maximum participation by the general school population. For younger students, sports programs must focus on building developmentally appropriate skills rather than emphasizing competition.

All interscholastic athletic programs must comply with local, state and diocesan athletic guidelines and requirements.

EXTENDED CARE PROGRAM

The Extended Care Program is open to all students who attend Saint Paul School. The program operates five days per week from 2:30 p.m. until 5:30 p.m. On half days, the program will be from 11:45 a.m. until 5:30 p.m. Snacks will be provided and students will have time for both homework and creative play. Students are supervised by teachers and teacher aides.

LOST AND FOUND

Items which are lost may be found in the Saint Paul School Lost and Found.

AMENDMENTS TO HANDBOOK

This handbook is subject to change at any time when determined to be necessary by the Parish/School Administration. If changes are made to the handbook, parents/guardians will be notified in a timely manner.

NON-DISCRIMINATION POLICY

Saint Paul School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Saint Paul School does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and financial aid programs, and athletic and other school administered programs.

POLICY ON ADMISSION OF STUDENTS

Whenever available spaces are limited in any given grade level, preference will be given to candidates for admission in the following way:

- Siblings of current students
- Members of Saint Paul Parish
- Catholics who belong to other parishes
- Non-Catholics

SPIRITUAL LIFE PROGRAM

Religious Education is a major subject in all Diocesan Schools. Taking Religion yearly is considered a graduation requirement. No student will be exempt from participating in the religious education program at any grade level.

The content of the religious education program at Saint Paul School is the authentic teaching of Jesus Christ and His Church. Formal religion classes are not the only occasion for religious instruction. Time will be provided for liturgical celebrations with student and faculty participation.

Daily prayer will be regularly scheduled along with other types of religious programs designed to foster and exemplify the faith.

The non-Catholic student is welcome at Saint Paul School. The non-Catholic student is expected to understand and agree that the school exists to educate within the framework of Catholic values. Non-Catholic students must participate in the religion classes and liturgical services that are provided for students during the school year with the exception of the reception of the Holy Eucharist. A blessing will be provided for non-Catholics during the reception of the Eucharist.

ACCREDITATION

Saint Paul School is accredited by the MIDDLE STATES ASSOCIATION OF SCHOOLS AND COLLEGES.

REGISTRATION PROCEDURES FOR NEW APPLICANTS

REGISTRATION FEES

- A non-refundable annual registration fee per child
- A science lab fee for each child in grades 3 - 8
- A one time initial administration fee per family

NEEDED FOR REGISTRATION

- Completed Registration Packet
(provided by Saint Paul School at the time of New Student Registration)
- Student Social Security Number
- Copy of Student's Baptismal Certificate *(if Catholic)*
- Copy of Student's Birth Certificate
- Letter of Verification from Pastor Regarding Parish Membership
(if Catholic, but not necessary for Saint Paul parishioners)

FOR KINDERGARTEN

- Follow the Age Requirements of Local Public School District in which the child resides
- Letter of Recommendation on School Letterhead from Current Pre-School Teacher or Director
- Any existing Academic Evaluation Reports

FOR GRADES 1 THROUGH 8

- A Copy of All Standardized Test Results
- A Copy of All Previous Report Cards Including Current Year if Registering Mid-Term
- Child Study Evaluation Reports
- Letter of Recommendation on School Letterhead from Current Teacher or Principal
- A Two-Day Visit to Saint Paul School is Required for All New Students

- Please do not be on a cell phone at drop-off or pick-up. It is essential that you be attentive to the movement of children in the parking lot.
- Do not pull around another car that is dropping off children. This is so dangerous. Please be patient and wait.
- Do not park in the area behind the church.

We are confident that this traffic plan is efficient and safe and we thank you very much for your cooperation. All parents/guardians must follow the approved plan.

AWARDS

Several awards will be given at the end of the school year in the following areas:

- **Christian Awareness/Values Award** To receive this award, a child must openly manifest the teachings of Christ, showing kindness, forgiveness, generosity of spirit, respect for others, and all other Christ-like characteristics.
- **Perfect Attendance** To receive this award, a child must be present and on-time all day and every day of the school year.
- **Effort Award** To receive this award, a child must work very diligently throughout the school year in an extraordinary way. All class work and homework must be complete and done as accurately as possible. Full participation in class is required.
- **Academic Achievement** To receive this, a child must have the highest grade point average in the class for the current school year.
- **Kindness Award** To receive this award, a child must be observed performing an act of kindness to another person without being told to do so and without expecting anything in return.

COMMUNICATIONS

Saint Paul School uses a variety of forms of communication:

- Communication Folder
- Web-site
- Monthly Calendars
- E-mail

ADDITIONAL IMPORTANT INFORMATION

ARRIVAL/DISMISSAL PROCEDURES

School begins at 7:55 a.m. and dismissal is at 2:30 p.m. Parents/guardians who drop off and/or pick up their children to/from school are to enter the school property ONLY through the cemetery via the Spruce Street entrance. Make a right onto the cemetery grounds. Parents/guardians may never enter the parking lot via Moore Street or Nassau Street. Parking in the lane between the Church and Rectory is not permitted under any circumstances.

- MORNING DROP-OFF **SINGLE LANE OF CARS**

ONLY

When entering the school lot from the cemetery lane, take the left nearer the school, NOT nearer the cemetery. Cones will be set up to guide you. Please pull the car up just beyond the cafeteria door and drop your child off from the PASSENGER SIDE ONLY. You will not be able to get out of your cars to walk your children into the building, nor will there be any place for you to park. Please be assured that someone will be at the entrance and will escort your children safely into the school. Exit the parking lot via a left onto Moran Avenue.

REMEMBER THAT CHILDREN SHOULD NOT BE DROPPED OFF BEFORE 7:30 a.m.

- DISMISSAL PICK-UP **DOUBLE LANE OF CARS**

When entering the school lot from the cemetery lane, parents/guardians will again take the far left nearer the school and NOT nearer the cemetery. The first cars should pull up to the stop line and wait for the traffic control person to signal them to move forward.

FOR THE SAFETY OF THE CHILDREN, PLEASE DO NOT MOVE YOUR CAR WHILE STUDENTS ARE LOADING.

Please wait for the traffic control person to direct you. To make the pick-up more efficient, parents/guardians are asked to display their family name in big print on the dashboard of the car, driver's side.

PLEASE DO NOT LEAVE YOUR CAR.

Teachers will be escorting your children to your cars. To exit the parking lot, go straight ahead and exit left onto Moran Avenue.

RE-REGISTRATION REQUIREMENTS

- Re-registration is dependent on all financial obligations from the previous year being met.
- A non-refundable re-registration fee is required.
- Re-registration will take place before the registration of new students.

TRANSFER STUDENTS

A transfer notification, the most recent report card, standardized test scores and a letter of reference from the previous school are required. The parents/guardians of fourth through eighth grade students must sign a probationary contract before the student is allowed to attend the school.

IMMUNIZATION REQUIREMENTS

PHYSICAL EXAMINATION AND IMMUNIZATIONS

Health records will be readily available to public authorities on request. The school is required to adhere to New Jersey State laws that pertain to students' immunizations. The Diocese of Trenton does not offer religious exemptions to the immunization process. It is necessary that the school administrator consult with the Superintendent's office if parents/guardians request a medical exemption as only the Superintendent can grant permission for a medical exemption.

The principal must submit, in writing, a request from the parents/guardians along with written information from the student's physician, for a medical exemption from immunization(s). Appropriate medical data must be included with the written request to the Superintendent of Catholic Schools.

A physician must initially examine students being admitted to the school athletic programs to determine physical eligibility. The recommendation of the physician is to be followed at all times. (N.J.A.C. 6A: 16-2.2)

The school nurse or doctor must examine and record weight and height and evaluate teeth, eyes and hearing during the school year. In the physical examination of female students by the school physician, a female nurse must assist the doctor.

AN APPLICANT WHOSE IMMUNIZATION RECORDS ARE INCOMPLETE WILL NOT BE ADMITTED INTO THE SCHOOL.

SCHOOL HOURS

7:00 a.m.	Doors Open for bus students only
7:30 a.m.	Doors Open for all others
7:55 a.m.	Classes Assemble for Morning Prayer and Flag Salute
8:15 a.m.	Classes officially begin
11:15 a.m. - 12:45 p.m.	Lunch periods (<i>four lunch periods</i>)
2:20 p.m.	End of day prayer Buses are called
2:30 p.m.	Final dismissal
11:45 a.m.	Half-day dismissal time

The school's responsibility for supervision of students begins at 7:30 a.m. and ends at 2:30 p.m. For children properly enrolled in the school's extended care program, the school's responsibility for supervision begins at 2:30 p.m. and ends at 5:30 p.m.

POLICIES

ADMINISTRATION OF MEDICATION

If it is essential that a student receive medication while under school supervision, the following must be observed:

- The medication must be given to the school nurse or the principal in the original pharmacy labeled container by the parent/guardian.
- The parent/guardian and child's physician must sign an authorization form.

Self-administration of medication must be discussed with the school nurse and arrangements must be made with that nurse.

AMENDMENTS TO HANDBOOK

Policy changes may occur throughout the year since this handbook is subject to change at any time when determined to be necessary by the principal/pastor. These changes will become policy as soon as they have been communicated to the parents/guardians through a letter, e-mail, or newsletter.

- The student will be immediately suspended pending the completion of a thorough investigation .
- The parents/guardians of said student will be notified and asked to remove their child from the premises.
- The Principal/Pastor/Police will conduct a complete investigation.
- The student will be required to undergo a thorough psychological evaluation.
- A meeting will be held with the principal/pastor/student and parents/guardians. If charges are brought against the student by the Police, or if the allegations are verified, the student will be asked to withdraw or face expulsion.
- Parents/Guardians may withdraw their child from the school at any point during the above steps.

N.B. In the event of mitigating circumstances, the Pastor/Principal may elect a disciplinary action other than expulsion, especially for students in Grades K-3. The Pastor/Principal may consider circumstances such as, but not limited to:

- Is the violation technical, *i.e. squirt gun?*
- Is the weapon used for purposes other than a weapon?

22. Arson (*Loss of Privilege, Detention, Suspension, Expulsion, Police Notification, if warranted*)

23. Continued Willful Defiance (*Loss of Privilege, Detention, Suspension, Expulsion*)

24. Noncompliance with a Mutually Agreed Upon Behavioral Contract (if applicable): (*Loss of Privilege, Detention, Suspension, Expulsion*)

25. Possession of and/or Trafficking in Pornographic Materials (*Loss of Privilege, Detention, Suspension, Expulsion, Police Notification, if warranted*)

- Extra school work as determined by the administrator and teacher, on a case by case basis
 - Detention
 - In-school suspension
 - Notification of parents/guardians
17. **Sexual Harassment** Sexual harassment includes, but is not limited to:
- Verbal contact such as epithets, derogatory jokes, or comments, slurs, or unwanted sexual advances, imitations, or comments
 - Visuals such as derogatory and/or sexually oriented cartoons, drawings, or gestures
 - Sexual Assault
(*Loss of Privilege, Suspension, Police Notification, if warranted*)
18. **Smoking** Possession of Tobacco Paraphernalia - Smoking, distributing/using tobacco products, possession of lighters/matches
(*Loss of Privilege, Detention, Suspension*)
19. **Stealing** Taking what belongs to another/possession of stolen property
(*Loss of Privilege, Detention, Suspension, Police Notification, if warranted*)
20. **Threats/Physical Assault on a Staff Member** (*Loss of Privilege, Detention, Suspension, Expulsion, Police Notification, if warranted*)
21. **Weapons** A weapon is defined as any device readily capable of lethal use or inflicting serious bodily injury. It includes, but is not limited to, a knife, gun, rifle, pellet gun, air gun, BB gun, arrows, darts, and look-alike weapons regardless of size, color, or material, or any object than can be used with the intent to harm or create the impression of impending harm. Possession of a weapon occurs when the weapon is seen by others or found on the person, or in the backpack, locker, closet, or other personal property. In the event that a student is in possession of and/or uses a weapon or look alike weapon, the following procedures shall be implemented:
- The weapon will be confiscated immediately, if possible. The Principal will be notified.
 - The Pastor and Police will be contacted promptly.

ATTENDANCE

PUNCTUALITY

Regular and punctual attendance is important for each student. K - 8 students should be in school by 7:55 a.m. and will be considered late after morning prayer. Lateness will be reflected on the report card and will prevent a student from getting the perfect attendance award. A student who is late should report to the office for a late pass, which is to be presented to his/her teacher.

POLICY REGARDING STUDENT ABSENCE

A parent/guardian must call the school no later than 9:00 a.m. to report a student's absence. If no call has been received by 9:00 a.m., the school nurse will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours.

When a child returns to school, he/she MUST present a written excuse to the teacher from the parent/guardian stating the student's name, the dates of absence, and the reason for the absence. An absence of five consecutive days requires a doctor's note.

FAMILY VACATIONS

Family vacations during the school year are strongly discouraged. However, there may be times when students might miss school for an extended period of time due to sickness or unexpected family commitments. These situations will be addressed individually. Children will not be given work in advance of vacation with the exception of regular weekly work. When students return from vacation, they will be given the work that was missed and will be allowed the same number of days to complete the work as they were out. For example, two days out, two days to complete the work. All tests will be made up in school only. Teachers have the option of modifying the policy to meet the needs of their particular classroom structures and/or grade levels. The responsibility to make up missed work rests entirely with the students and parents/guardians.

EARLY DISMISSAL AND EMERGENCY CLOSINGS

- Planned early dismissal will appear on the school monthly calendar.
- Emergency early dismissals will be rare. Should this occur, parents/guardians will be notified by phone and must report to the child's classroom to sign him/her out. If there is no emergency early dismissal, but the parent/guardian deems it necessary to pick up children before the regular dismissal, he/she MUST report directly to the office.

- Planned closings are noted on the calendar.
- When an unplanned closing or a delayed opening occurs, due to inclement weather or other emergencies, parents/ guardians will be notified by phone, the emergency phone line, the web-site/e-mail and radio stations.

DOCTOR/DENTIST APPOINTMENTS

Medical and dental appointments should be made after 2:30 p.m. Parents/ guardians are urged not to seek early dismissals from school unless it is an emergency. Should an early dismissal be unavoidable, a written request or a phone call by the parent/guardian is needed. A parent/guardian or someone appointed by the parent/guardian must pick up the child in the secretary's office.

CHILD ABUSE REPORTS

Pursuant to New Jersey State Law, any reasonable cause or suspicion to believe that a child has been abused or neglected *requires* school personnel to report said abuse/neglect to the Division of Youth and Family Services. Failure to do so within the prescribed period renders that employee in violation of the provision of the act and a disorderly person. (N.J.S.A. 9:6-8.9,8.10,8.13,8.14)

If your children report abuse/neglect of any kind to any school employee, we must and we will notify DYFS. A social worker from DYFS will then come to school to meet with your children and begin an investigation into the allegations. DYFS will then be in touch with parents/guardians.

COMMUNICATION FOLDERS

On each Tuesday, a communication folder will be sent home. This folder will contain information of importance. Parents/guardians are asked to look for this folder on Tuesday, to remove its contents and use the folder to return requested material and forms to school the next day. Whenever possible, parents/guardians will receive an e-mail in lieu of hard copies of pertinent information.

CONFERENCES

Scheduled conferences will occur during the school year. However, we encourage parents/ guardians to have conferences with teachers at any time. Any parent/guardian wishing to meet with the principal or teacher is asked to send a written request or place a phone call to the school for an appointment. Teachers will not be able to schedule an appointment at times that could conflict with teaching or supervisory duties. Stopping at a teacher's classroom is not permitted nor is it appropriate to discuss a child's progress while a teacher is on the playground supervising her class. Parents/guardians are asked not to call any staff members at their homes. Should a problem arise regarding a student, parents/guardians must first see the teacher before meeting with the principal.

12. Improper Assembly Gross disorder, failure to disperse, occupancy (*Loss of Privilege, Detention, Suspension*)
13. Intimidation/Bullying Acts of bullying in verbal, written, or cyber-bullying form, threats, demands, or extortion (*Out-of-School Suspension, Expulsion, Police Notification, if warranted*)
14. Kissing/Inappropriate Displays of Affection (*Loss of Privilege, Detention, Suspension*)
15. Leaving School Grounds Leaving school grounds without permission or truancy (*Loss of Privilege, Suspension, Police Notification, if warranted*)
16. Plagiarism Defined
Plagiarize: *to take ideas, writings, etc. from another and pass them off as one's own*
Webster's New World Dictionary
Plagiarism *results when a writer fails to document a source so that the words and ideas of someone else are presented as the writer's own work.*
Harris, Muriel. Prentice Hall Reference Guide to Grammar and Usage. 5th ed. Upper, Saddle River, NJ: Prentice-Hall, 2003
Plagiarism *is a rapidly growing problem in many venues today. Because it is so easy to locate information using the Internet, students have given in to the temptation to take materials and use them for their own. This needs to be addressed by all who are in the education field - by teaching the observance of proper citation and copyright compliance and by making sure our students know that stealing someone else's work is wrong.*
Plagiarism Stoppers: A Teacher's Guide. Sharika, Jane. Nov. 2005

CONSEQUENCES OF STUDENT PLAGIARISM

Plagiarism is an act of stealing. It is not a spelling or grammatical error. Because students will receive specific, ongoing instruction and guidance in how not to plagiarize, the consequences of a student's choosing to plagiarize anyway will be significant. They will include:

- A zero on the assignment
- Redoing the assignment (at the discretion of the teacher)

3. Discourtesy EXCESSIVE rudeness, insolence, disobedience, or disruptive behavior (*Loss of Privilege, Detention, Suspension*)
4. Displaying Undergarments/Private Parts/ “Pantsing”
(*Loss of Privilege, Detention, Out-of-School Suspension, Expulsion*)
5. Drugs/Alcohol Possession of or being under the influence of controlled, dangerous substances (*Loss of Privilege, Detention, In-School Suspension, Out-of-School Suspension, Expulsion, Police Notification, if warranted*)
 - Possession of a controlled, dangerous substance with the intent to distribute
 - Possession of a controlled, dangerous substance within 1000 feet of school property
 - Possession of drug/alcohol paraphernalia
 - Possession of imitation or controlled dangerous substances
6. Ethnic Slurs/Bias Ethnic slurs by action, word, or drawing
(*Loss of Privilege, Detention, Out-of-School Suspension*)
7. Fighting/Physical Assault

N.B. ALL PARTICIPANTS IN A FIGHT WILL BE PUNISHED REGARDLESS OF WHO INITIATED THE FIGHT.

Encouraging the fight and/or making no attempt to report it
(*Loss of Privilege, Detention, Out-of-School Suspension, Police Notification, if warranted*)
8. Forgery Signing the name of a parent/guardian on important documents (*i.e. tests, permission slips, report cards*) (*Loss of Privilege, Detention, In-School Suspension, Notification of Parent/Guardian*)
9. Foul Language/ Obscene Gestures and/or Drawings
(*Loss of Privilege, Detention, Suspension*)
10. Gambling (*Loss of Privilege, Detention, Suspension, Police Notification, if warranted*)
11. Gangs Belonging to or recruiting people to belong to a gang (*Loss of Privilege, Detention, Suspension, Police Notification, if warranted*)

COURT ORDERS

If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent/guardian or of either parent/guardian if there is joint custody, to provide the school with the most current official copy of the court order. The custodial parent/guardian may wish to supply the principal with the “custody section” of the divorce decree if it contains information that may be useful to the school in fulfilling its obligations. It is the policy of Saint Paul School to provide duplicate communications to both parties involved in the custody of their children. (*i.e. report cards, notices of events, etc.*)

EMERGENCY INFORMATION/CHANGE OF ADDRESS

An emergency record form will be provided to each parent/guardian. It is essential that the school have emergency telephone numbers of people who may be called in the event of serious sickness or injury to a student.

Change of address

Any change of address or telephone number must be given to the secretary in the Business Office and to the child’s teacher.

FIELD TRIPS

On occasion, Saint Paul School will sponsor and conduct field trips for the educational enrichment of the students. These trips are a privilege and may be denied to any student if he/she fails to meet academic or behavioral requirements. Before the scheduled trip, parents/guardians will receive a letter accompanied by the official diocesan permission slip. That permission slip **must** be returned before the field trip. Students who fail to submit the proper, unaltered form will NOT be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. Elementary students will not be sent on over-night field trips. All field trips will be properly and adequately supervised.

GRADUATION REQUIREMENTS

All students graduating from Saint Paul School must meet the prescribed course of study given by the Diocese of Trenton and must be students in good standing behaviorally. Any student who does not meet these requirements will not receive a diploma until necessary courses are complete and until the student demonstrates appropriate behavior.

HOMWORK

Homework is assigned to supplement or reinforce schoolwork and aid in developing the student's study habits. Parents/guardians should support and encourage children to do their homework and not do it for them. Reading and study assignments are as important as written assignments. It is essential that all assignments be completed. Parents/guardians will be notified if a student has not completed assignments and the grade for the assignment might be lowered.

Homework is assigned in relation to the age and maturity of the students. The suggested time allotment for homework for each grade level per night is:

Kindergarten and Grade 1	15-20 minutes
Grade 2	20-30 minutes
Grade 3	30-40 minutes
Grade 4	40-45 minutes
Grade 5	50-55 minutes
Grade 6	1 hour
Grade 7 and 8	1 hour and 20 minutes

Request for Homework During Illness

If a student is out sick for three or more days, then homework can be requested to be sent home via another student/sibling or picked up in the office by a parent/guardian. Students may make up work when they return to school if they are absent for fewer than three days.

Parents/guardians may request homework by calling the school secretary by 10:00 am.

PARTIES/IN-SCHOOL/OUT OF SCHOOL

In-school celebrations occur periodically throughout the school year. It is a privilege for a student to attend these celebrations and may be denied to any student if he/she fails to meet academic or behavioral requirements.

Invitations for out-of-school parties MAY NOT be distributed in school or on school grounds unless ALL students are invited.

REPORT CARDS

The report card is the required report card of the Diocese of Trenton. It will be distributed three times per year and will be preceded with progress reports before the distribution of the report cards. Parents/guardians are required to sign and return the report card and the progress report to the teacher on the day following the distribution of both.

- Students must remain seated and belted at ALL times.
- Students may never throw items of any kind inside the bus or out of the windows.
- Students must keep hands, arms, heads and other body parts inside the bus.
- Students may not eat or drink on the bus.
- Students must use appropriate language at ALL times.
- Students must behave appropriately at the bus stop.

11. Uniform Infractions Failure to comply with the uniform code might warrant a loss of privilege, detention, writing assignment, and/or parent/guardian contact.

B. MAJOR INFRACTIONS

Students who break the rules of conduct will be subject to any/all of the following acts of accountability. They may be subject to:

- **Loss of Privilege** (*i.e. no recess, no attendance at special events, etc.*)
- **Detention**
- **In-school suspension**
- **Out-of-school suspension**
- **Expulsion**
- **Police Notification** (*if warranted*)

In ALL cases of major infractions, parents/guardians will be notified.

EXAMPLES OF MAJOR INFRACTIONS

1. Cheating Copying another's homework or copying material from another's test paper (*Loss of Privilege, Detention, Failure*)
2. Damage to School Property Deliberate destruction of the school building or its contents, grave defacing of school property, (*i.e. desks, walls, mirrors, bulletin boards, ceilings, etc.*) throwing items at the ceilings or out of windows (*Loss of Privilege, Detention, In-School Suspension, Financial Compensation*)

5. **Courtesy** All members of the school community should treat each other with respect at all times. Students are STRICTLY forbidden to answer back an adult and/or to speak unkindly to another student. Students must comply with adult directives even if they do not meet with their approval. Directives which are perceived to be unjust may be discussed with the principal, student, and the adult involved, at a mutually agreed upon time. Lack of respect by attitude, action, or word will warrant accountability ranging from a reprimand to an in-school suspension, depending on the severity of the infraction.
6. **Fire Drill Behavior** Fire drills are held twice a month during the school year. Proper conduct is taught to the students. Violations of the safety codes of a fire drill by inappropriate behavior, talking or running will be treated in a variety of ways ranging from reprimand to recess detention.
7. **Gum Chewing** Students are not permitted to possess or chew gum on school premises, including the cafeteria, playground, and school buses. If a child violates the rule beyond a second offense, he/she will receive a detention.
8. **Cell Phone Use** Students may carry cell phones to school with written parental permission on a school-generated form. They must keep their cell phones in their backpacks or request that the homeroom teacher hold them until the end of the day. Cell phones must always be in the “power-off” mode. Students may not display or use the cell phones during school hours, including lunch and recess. They may not use the cell phones on the school busses except to call a parent or his/her designee to inform him/her that the bus has arrived. Students may never permit any other student to utilize the cell phone. Failure to abide by these regulations will result in the confiscation of the cell phone, which must be returned to the parent/guardian of that student. Repeat offenders might lose the opportunity of bringing a cell phone to school. Saint Paul School will not accept responsibility if the cell phone is lost or stolen.
9. **Unauthorized Selling of Items** Trading and/or selling of collectible items or any other items, other than those related to fund-raising for school events is not permitted.
10. **Bus Conduct** The principal of the school, or his/her designee, has the right to deny school bus transportation for a reasonable amount of time if a student’s behavior on a bus jeopardizes his/her own safety or the safety of other students.

RECORDS

The Family Education Rights and Privacy Act gives parents/guardians the right of access to their child’s records. Opportunity for review of records will be provided in the school office upon written request one week in advance.

TRANSFER REQUESTS

Parents/Guardians wishing to transfer students from Saint Paul School must notify the principal/secretary as soon as possible and must sign a release of records form. The date of departure of the student(s) is required and an exit conference is requested.

TRANSPORTATION/BUS CONDUCT

Bus transportation is provided by several districts. Contact the school office to determine if your district provides bussing. Those districts not providing bussing give aid in lieu of if the district’s criteria are met. Parents/Guardians must complete a transportation form to qualify for either bussing or aid in lieu of. While the busses are out of the actual jurisdiction of the school, Saint Paul School reserves the right to subject any student who endangers his/her safety/well being or that of another to severe disciplinary action, including, but not limited to, suspension of the use of the bus or the permanent removal of said student from the bus.

TUITION POLICY

- Tuition payments are to be made to Saint Paul School.
- Tuition payments are due on the first of each month.
- A late fee will be charged for payments received after the 15th of the month.

Other financial obligations include:

- Participation in one of the two major fundraisers
- Family agreement to volunteer a minimum of fifteen hours a year or pay a fee

If financial obligations have not been met, report cards and transcripts might not be given and a meeting with the principal/pastor might be required.

UNIFORM CODE

SAINT PAUL SCHOOL'S UNIFORM SUPPLIER FOR ALL UNIFORM PIECES (BOYS AND GIRLS) IS FLYNN & O'HARA. NO OTHER COMPANY OR RETAILER IS PERMITTED - MEDICAL EXCEPTIONS ONLY. ALLERGIES TO FABRICS MUST BE DOCUMENTED WITH A DOCTOR'S NOTE.

UNIFORM FOR BOYS

- Khaki slacks, v-neck navy blue cardigan (*grades K-5*), navy crew-neck sweater (*Grades 6-8*)
- Golf shirts (*long or short sleeve may be worn year round*), or button down white shirt
- Ties (*navy*) are optional

Shirts are to be tucked in at all times. Boys are to wear belts. Boys are expected to wear a shirt and the appropriate sweater to school. If it is warm in the classrooms, the teachers will allow the students to take off the sweaters.

- Option for boys in grades 6-8 ONLY: navy blue sweater vest worn year-round
- Winter Option - white turtleneck (*remember these also have a school logo*)

SUMMER UNIFORM

Summer uniform is worn from September until mid-October and after May 1st. Exact dates can be found on the monthly calendar.

- Khaki uniform shorts, with a belt, white or navy blue golf shirt, white ankle or crew socks, white (*mostly white*) sneakers

REMINDER: Sneakers are a part of the summer uniform, but not the winter uniform. If a boy wears long pants, he is to wear black or brown shoes. Black or blue socks are preferred.

All pants are to be worn at the waist. Students will be given a gym uniform (from lost & found) to wear and parents/guardians will be called for any student who does not abide by this rule.

UNIFORM FOR GIRLS - GRADES K-3

- Plaid jumper dress, white blouse with peter pan collar, v-neck navy blue cardigan, navy knee socks or tights, brown or black shoes (*Please do not buy backless shoes or shoes with platform soles; these are very unsafe.*)
- Khaki uniform slacks, with a belt, (*these may be worn with the golf shirt, turtleneck, or uniform shirt*) with school v-neck navy blue cardigan sweater

A. MINOR INFRACTIONS

Minor infractions of school rules are generally handled by teachers in a variety of ways: a warning, a reprimand, a recess detention, a writing assignment, and a loss of privilege.

1. Back Packs (Book bags) For the protection of books, all students are required to use a backpack for transporting books to and from school. Students without backpacks might not be allowed to bring books home until a backpack is acquired.
2. Book Covers All hardcover books must be covered at ALL times with a non-damaging cover. Students with uncovered books might be asked to submit those books to the teacher until a cover is brought into school.
3. Lost/Damaged Books and Equipment Lost or damaged books and equipment MUST be paid for by the parent/guardian of the student at a rate consistent with today's market price.
4. Cafeteria Behavior In order to ensure a healthy and pleasant atmosphere in the cafeteria, the following rules of behavior are to be followed:
 - Students must talk in a moderate tone of voice. Shouting is not permitted.
 - After obtaining lunch, students are to be seated and remain seated for the duration of the lunch period except to use the lavatories.
 - All students are expected to contribute to maintaining the cafeteria by clearing all tables, chairs, and floors of any trash.
 - Lunch that is brought from home and not eaten must be brought back home.
 - Students are STRICTLY forbidden to throw food, trash, or any other objects in the cafeteria.
 - The UTMOST respect is to be given to the cafeteria aides.

FREQUENT AND/OR NUMEROUS VIOLATIONS MIGHT PROHIBIT THE STUDENT FROM LUNCHING IN THE CAFETERIA FOR A PERIOD OF TIME. THAT STUDENT MIGHT BE ASKED TO GO HOME FOR LUNCH.

- Teachers, support personnel, and students will not use or attempt to obtain another user's password.
- Teachers, support personnel, and students will not use school computers, networks, electronic mail, or the Internet for reasons of personal profit or any other non-instructional or non-administrative purposes.
- Teachers, support personnel, and students will not use school computers, networks, electronic mail, or access to the Internet for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Teachers, support personnel, and students will not write, produce generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system or software.
- Teachers, support personnel, and students will not post any photos of other students, teachers or support personnel on the Internet without the written permission of the person or, in the case of a minor, the parents/guardians of that student. Any student who posts a photo without permission is subject to the school's discipline code. Any teacher or support personnel who posts a photo on the Internet without written permission of the person in the photo is subject to dismissal by the administrator of the school.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.

DISCIPLINE

Discipline in a Catholic educational community is part of a teaching/ learning process. It will be the responsibility of Saint Paul School, in conjunction with parents/guardians, to provide each individual student with moral guidelines that are in keeping with the mission of Christ. While it is not possible to enumerate all situations that could arise, several categories of cases are listed for guidance. Any student who violates a policy or regulation will have to accept the consequences of those irresponsible choices. Students will be held accountable for certain conduct which violates the school regulations whether done at or away from the school (*i.e. keying a teacher's car off campus*).

SAINT PAUL SCHOOL RULES AND BEHAVIOR GUIDELINES APPLY TO ALL SCHOOL RELATED ACTIVITIES ON OR OFF CAMPUS DURING OR OUTSIDE NORMAL SCHOOL HOURS.

SUMMER UNIFORM

Summer uniform is worn from September until mid-October and after May 1st. Exact dates can be found on the monthly calendar.

- Khaki uniform shorts, with a belt, navy or white golf shirt, white sneakers, white ankle socks

UNIFORM FOR GIRLS - GRADES 4-5

- Plaid drop waist jumper, white blouse with peter pan collar, v-neck navy blue cardigan, navy knee socks or tights, (*no **white** knee socks or tights*) brown or black shoes (***Please do not buy backless shoes or shoes with platform soles; these are very unsafe.***)
- Khaki uniform slacks (*these may be worn with the golf shirt, turtleneck, or uniform shirt*), with v-neck navy blue cardigan

SUMMER UNIFORM

Summer uniform is worn from September until mid-October and after May 1st. Exact dates can be found on the monthly calendar.

- Khaki uniform shorts, navy or white golf shirt, white sneakers, white ankle socks

UNIFORM FOR GIRLS - GRADES 6-8

- Plaid kilt, white button-down shirt, crew neck navy blue sweater, navy blue knee socks or tights, (*no white knee socks or tights*), brown or black shoes (***Please do not buy backless shoes or shoes with platform soles; these are very unsafe.***)
- Khaki uniform slacks, with a belt, (*these may be worn with the golf shirt, turtleneck, or uniform shirt*)
- Option for girls in grades 6-8 ONLY: v-neck navy blue sweater vest may be worn year-round

SUMMER UNIFORM

Summer uniform is worn from September until mid-October and after May 1st. Exact dates can be found on the monthly calendar.

- Khaki uniform skirt or shorts, navy or white golf shirt, white sneakers, white ankle socks (*no "low-cuts" or "no show" socks*)

REMINDER: Shirts are to be tucked in at all times. Girls are to wear belts with pants. No "mini" skirt lengths or rolled waist bands.

BOYS' AND GIRLS' GYM UNIFORMS

GYM UNIFORM SHORTS SHOULD BE THE TWILL OR MESH SHORTS SOLD BY FLYNN AND O'HARA. GYM SHIRTS, SWEAT SHIRTS AND

SWEAT PANTS ARE ALSO SOLD BY FLYNN AND O'HARA. NO DESIGNER GYM PANTS OR SWEAT SHIRTS ARE PERMITTED. NO SNAP OR VELCRO PANTS ARE PERMITTED. SWEAT PANTS SHOULD NOT BE FRAYED OR CUT OFF AT THE BOTTOM. NO SPS SPORTS UNIFORMS ARE PERMITTED.

THE UNIFORM CODE WILL BE STRICTLY ENFORCED.

Failure to comply with the uniform codes might warrant a loss of privilege, detention, writing assignment, and/or parent/guardian contact.

HAIR STYLE/HEAD COVERINGS

Boys are not permitted to wear their hair below their shirt collars. (*Parents/Guardians will be asked to get them haircuts.*) Radical haircuts of any type are not permitted.

Head coverings of any kind are not to be worn in the building and while outside, should be worn appropriately. (*Failure to comply might result in the confiscation of the head covering.*)

MAKE-UP/NAIL POLISH/BODY PAINTING/TATTOOS

A minimal amount of make up (*NOT eye make-up*) and light colored nail polish may be worn as a privilege by the girls in Grade 8 only with the written permission of the parent/guardian. Failure to comply will result in the loss of privilege. Body painting and tattoos are not permitted for students.

JEWELRY

Since students wear uniforms, a minimal amount of appropriate jewelry may be worn to school with parent/guardian approval:

- One ring
- A watch
- One earring in each ear – girls only (*No hoops*)
- One necklace
- One bracelet

NO JEWELRY ON GYM DAYS. BOYS MAY NOT WEAR EARRINGS.

DRESS DOWN DAYS

Students must always be properly and *modestly* attired on dress down days. Tank tops, short tops, and revealing tops are not permitted. Skirts that come more than two inches above the knee and tight skirts are not permitted. T-shirts with suggestive sayings are not permitted. Flip-flops and other shoes that can be hazardous are not permitted. Any other items of clothing that are not in keeping with moral decency and a Christian code of conduct are not permitted. Parents/guardians are asked to be attentive to the selection of clothing students make.

Technology Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with this procedure and the school's disciplinary code.

PARENTAL RESPONSIBILITY

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to every and all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals, and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods via the Internet which could result in unwanted financial obligations for which a student's parent/guardian would be held responsible.

GUIDELINES

The educational value of the school's use of technology, including student access to the Internet and electronic mail, is the responsibility of the teachers as well as the students and their parents/guardians. Given the school's limited availability of technology, students are expected to use these resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy and goals and the educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Teachers, support personnel, and students will not intentionally make unusable or inaccessible any individual's computer data files and/or programs residing on any removable or fixed electronic storage media.
- Teachers, support personnel, and students will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy, or modify the electronic mail of any other person.

- Teachers, support personnel, and students will not remove technology hardware or software from the school without permission of the teacher or administrator(s).
- Administrators, teachers, support personnel, and students will not gain unauthorized access to resources or entities (such as restricted IRC chat area) or invade the privacy of others, except as otherwise provided in this policy.
- Administrators, teachers, support personnel, and students will not post anonymous messages or any material authorized or created by another person without his/her consent.
- Administrators, teachers, support personnel, and students will not use a school network for commercial or private advertising.
- Students will not use the school network or electronic mail in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.
- Teachers, support personnel, and students will not subscribe to or use fee based on-line services without the prior written approval of the school administrator(s).
- Administrators, teachers, support personnel, and students will not use electronic mail for any illegal activity, including, but not limited to violation of copyright laws. Students shall not forge electronic mail messages or web pages.
- Administrators, teachers, support personnel, and students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual or his/her parents/guardians.
- Administrators, teachers, support personnel, and students will not respond to unsolicited electronic mail messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.
- Administrators may request that certain Internet sites are blocked if they are deemed inappropriate.

STAFF RESPONSIBILITY

All school staff members whose duties include supervising students or staff using school computers, networks, Internet access, or electronic mail are obligated to read, understand, and adhere to those procedures and should enforce the rules concerning acceptable use of school technology. Whenever a staff member in the course of his/her duties becomes aware of violations of the

VIRTUS TRAINING FOR STUDENTS

Every student will be educated in the aspects of what a safe environment constitutes; therefore the Diocese of Trenton mandates that every student, K-12 be taught these concepts in the following program: Protecting God's Children - Teaching Touching Safety. It is expected that every student in the schools, K-12, will experience two sessions of this program annually. The sessions are to be held in the fall and the spring semesters.

All teachers, both volunteer and professional staff members, are expected to fulfill the responsibility of presenting the lessons to the students.

All administrators will provide proper training for the teachers of this program and verify annually that all students have had the opportunity to experience this program.

VISITORS

Each visitor entering the building MUST report directly to the school office, sign in, and pick up a visitors' pass. Visitors are not permitted to go to a classroom to visit a student or teacher without clearance from the office. Students are never permitted to open the school doors to anyone even if they are familiar with the visitor.

TECHNOLOGY ACCEPTABLE USE POLICY FOR THE DIOCESE OF TRENTON ELEMENTARY AND SECONDARY SCHOOLS

INTRODUCTION

"Technology must be at the service of the human person... in conformity with the plan and will of God"... "This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefits of all." (*Catechism of the Catholic Church*, #2293, #2294)

We believe that the Internet is a research tool that needs to be respected and used for the enrichment of learning. With this in mind, it is important that these schools are founded for faith development, and all tools used in the education process keep this fact in the forefront.

The parent, student, and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the attached policy, the individual agrees to value the research advantage of the Internet and not use it in any manner that violates these values and ideals.

PURPOSE

The purpose of school-provided technology, including Internet access and

electronic mail, is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel, and students must restrict their activities to those that are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The Internet provides world-wide access to computers containing information resources which may not be considered of educational value in the context of the school setting or of a suitable nature for school-age students, administrators, teachers and support personnel. The school considers the information gathered from the Internet and obtained from all other software in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students, and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Students' pictures should not be posted on the Internet; however, it is the responsibility of the administrator(s) to monitor and oversee the use of technology in the school.

ADMINISTRATORS'/TEACHERS' RESPONSIBILITY

Administrators', teachers', support personnel and students' access to, and use of, the Internet as well as all other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff. Consequently, whenever possible, links to Internet sites will be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user shall be provided with guidelines and/or references geared to the particular learning objectives.

STUDENT SUPERVISION

In order for a student to gain access to school-provided technology, including the Internet and electronic mail, he/she must obtain the written permission of the parents/guardians, who will have the option of denying their son/daughter Internet access by requesting an alternate assignment. All students will sign the Technology Acceptable Use Policy. This may be accomplished by signing the student handbook if this technology policy is printed in the student handbook. Students utilizing Internet access are responsible for their behavior on-line in accordance with the school's disciplinary policy. Users will not be permitted to use any technology while access privileges are suspended or revoked.

- Insofar as school administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity, and ensure the users are acting

responsibly, the privacy of students' files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation or privileges and potential disciplinary and/or appropriate legal action.

- The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including, but not limited to, loss of data resulting from delays or interruptions in Internet or in-school network services and/or hardware failure.
- The school will not be responsible for the accuracy, nature, or quality of information stored on any fixed or removable electronic media. This technology includes workstations and stand-alone computers or servers. Further, the school will not be responsible for personal property used to access stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the Internet. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's Internet access must also comply with agreements specified in the contract with the Internet service provider.
- Administrators, teachers, support personnel, and students will not use school computers, network, electronic mail, or access to the Internet to create or transmit text, images, or audio which could be considered damaging to another's reputation, abusive, obscene, sexually oriented, offensive, threatening, inflammatory, discriminatory, harassing, or otherwise illegal or contrary to school policy.
- Administrators, teachers, support personnel and students will not post any photographs of the students without written permission of the parents/guardians. Students' photos that are posted on the Internet should not have any identifying information attached to the photos, such as but not limited to name, address, phone number, school, grade, uniform, hobbies, and email addresses. Parents/guardians should be informed about the danger to their child before they give permission to post a child's picture on the Internet.
- Administrators, teachers, support personnel, and students will not intentionally damage, misuse, or tamper with any hardware or software, network system, or information belonging to others, or allow others to do the same. Users will not deliberately interfere with the ability of other persons to send/receive electronic mail.