



**STUDENT
HANDBOOK**

2008-2009

“To educate students while nurturing their Christ-like formation”

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CATHOLIC SCHOOL PARENT COVENANT

ST. MARY PARISH CATHOLIC SCHOOL STUDENT HANDBOOK 2007-2008

“To educate students while nurturing their
Christ-like formation”

Diocese of Wichita Mission

Together with the family, the parish, and each other, we will
FORM EACH STUDENT INTO A DISCIPLE OF JESUS CHRIST,
who seeks the Truth, grows to love it, and learns to live it.

Diocesan Catholic School Standards

Catholic Schools seek, with God's grace, to form the total person in the image of Christ. This goal is not confined to the classroom but is achieved through the totality of experiences, lessons and relationships. Accordingly, the school's resources are directed to the fulfillment of the following standards.

Elementary & middle school students in the Catholic Diocese of Wichita are expected to:

- Know Church teaching, practice Christian virtue, and participate in their parish faithfully; moreover receive the sacraments, Christ instituted all of which, and each of which has its own vital place in Christian living.
- Demonstrate a reverence for life and respect for self, family, authority, and all cultures.
- Have an informed conscience, distinguish right from wrong, and know how to make choices based on Catholic-Christian values.
- Be respectful and responsible, compassionate and just toward others.
- Demonstrate the knowledge, skills, and desire to continue to learn successfully in middle school or high school.
- Be independent, responsible, and self-disciplined decision-makers who set priorities and boundaries, lead and work on teams, make sacrifices to achieve goals, monitor progress, and apply creative and critical thinking skills.
- Have the reading, writing, listening, and speaking skills needed to communicate effectively.
- Read at or above grade level unless there is a handicapping disability.
- Master basic knowledge of religion, language arts, mathematics, geography, history, civics, science, and Utilize appropriate technology to access and communicate information.

SCHOOL ORGANIZATION

Pastor:

The pastor is the *ex officio* chief administrative officer in the parish school, and is thus ultimately responsible for its successful operation. Among other things, he shall make certain that all rules, regulations, and policies of the Diocesan Board of Education, the Diocesan School Office, and the Parish School Council are observed.

Principal:

The principal is the functional leader of the parish school, responsible to the Pastor, the diocesan Superintendent, and the State Department of Education. Primary duties include administration, supervision of the instructional staff, and evaluation of the instructional staff.

Teachers:

All teachers are responsible for the academic instruction of the student, the evaluation and grading of academic achievement. They will have valid certificates of the State of Kansas, and will be employed under the form of contracts. They will assume their share of extra-curricular activities and supervision.

Responsibilities and Duties of Teachers:

The primary responsibility of our teachers is to guide learning experiences within the capabilities of each student. We hope to develop the skills, knowledge, appreciation and ideas necessary to create a productive faith-filled member of society.

There are six areas of specific responsibility for each teacher:

1. Demonstrate a love of God.
2. Continued acquisition of subject matter knowledge and effective techniques of instruction.
3. Daily professional preparation including lesson plans for substitutes.
4. Providing a favorable learning environment through effective classroom management.
5. Continuous pupil evaluation and periodic reporting based on subjective and objective observation.
6. Outside classroom duties such as attendance at professional meetings, hall duty, and playground assignments.

Parents:

The intellectual, social, and moral development of your children is the most compelling of a parent's responsibilities, and one that is never transferred. The parent is the first educator. The greatest opportunity for success of a student in school will occur when a student comes to school with an intellectual curiosity, self-discipline, all basic health needs are met and there is a true spirit of cooperation and support between the school and home. This cooperation and support has always been one of the strengths of St. Mary Parish Catholic School and it is our hope and expectation that it continue.

Rights of Parents and Parental Responsibilities:

- Parental rights include the following:
- To have children receive an academically sound education in a Catholic environment
- To talk with school personnel and to have requests for meetings answered in a timely manner.
- To receive fair hearings on concerns and grievances.
- To have students supervised in a safe and appropriate manner.
- To review records and respond.
- To participate in the life of the school.

Important Note: If there is discussion as to the custodial rights of one or both of the parents, copies of legal papers verifying custodial rights should be on record at the school office

By enrolling your child in a Catholic school, you agree to certain important responsibilities.

These include:

- To be a partner with the school in the education of your child.

- To understand and support the religious nature of the school.
- To read all communications from the school and to request clarification when necessary.
- To know whom your child's teachers are and to observe parent-teacher conference dates and any special requests for meetings.
- To discuss concerns and problems with the person(s) most directly involved before contacting legal authorities.
- To be as actively involved as you can be in the life of the school and to volunteer assistance when possible.
- To promote your school and to speak well of it to others.
- To meet your financial obligations in a timely manner and to support the fund-raising efforts of the school when possible.
- To appreciate that Catholic education is a privilege that many persons do not have.

Parish School Council:

The Parish School Council will share responsibility with the Pastor and the Principal in the planning for the school, and in the establishing basic school policies. Each school is to have Catholic School Council of representative parishioners selected or elected according to guidelines established by the local parish and school. The Catholic School Council is to be consultative in nature and is to be governed by a written set of by-laws approved by the Catholic School Office and diocesan legal counsel.

School Council Responsibilities:

- Elaborate and communicate a school vision and mission that is developed in consultation with the pastor, principal, parents, parish leadership groups and the faculty and staff.
- Provide input and recommend policies to the pastor and principal that are consistent with diocesan policy.
- Carry out annual and strategic planning for the school in the areas of curriculum and personnel, facilities, finance, and public relations.
- Strengthen the public image of the school through an informative interactive community relation's plan.
- Evaluate the Council's progress in accomplishing its short and long-range goals on an annual basis.
- Attend the mandatory diocesan in-service for new council members. In carrying out its duties, each Council shall conduct itself according to the code of ethics and guidelines outlined in the diocese's "Guidelines for Catholic School Councils".

ADMISSION & FINANCE POLICIES

Admission: refer to Diocesan policy 401. A copy of the St. Mary Admissions policy is available for review in the school office.

Fees: refer to Diocesan policy 602. Parents will be notified before summer of a list of fees for the following school year.

Financing the Catholic School: refer to policy 600.

Non-Payment of Financial Obligations: refer to Diocesan policy 605. Any family unable to meet the financial obligations should contact the school immediately. Failure to respond to notices can result in a loss of services from the school.

Stewardship: refer to diocesan policy 601. St. Mary Parish Catholic School encourages families to participate in all aspects of stewardship. However, failure to meet the requirements of

stewardship can result in withdrawing a child from school. To avoid this unfortunate consequence, SMPS administration strongly recommends that parents visit with the parish stewardship office to ensure compliance.

ARRIVAL AND DISMISSAL:

6:30 – 7:30 a.m.: Drop off for Morning Latchkey.

Latchkey will be held in the library. Parents are to drop off their children on the north side of the school, under the canopy. Students who report to school before 7:30 a.m. must report to Latchkey. The school gym will not be open.

7:30 – 7:55 a.m.: Drop off for all students.

Students will report to the school gym. Parents are to enter the south side of the gym parking lot off of Madison Street and drive to the west doors of the gym. Students enter through the west doors and wait until dismissed to class.

11:15 a.m.: Morning Kindergarten Dismissal (1st sem)

Students will exit through the north (canopy) exit for dismissal.

3:25 p.m.: Dismissal of K-4 students.

K-4 students will be dismissed first. They will exit through the gym and out the west doors. Parents can wait for them in their cars, meet them outside the door or meet the students in the gym *Parents are not to meet the students in the hallways.*

3:30 p.m.: Dismissal of grades 5-8 students.

They will exit through the gym west doors. When picking up students, parents should, again, enter the south entrance off of Madison Street. They are to form two parallel lines that lead around the front of the building (west side) and leading to the north parking lot. If a space in front of the parent's vehicle opens up, they are to pull forward so that others entering from Madison can safely enter the parking lot. Parents wishing to leave their vehicles should park in the north parking lot. Please do not leave a vehicle while it is parked in one of the parallel lines.

Releasing Students from School: refer to Diocesan policy 404. All students, whether entering or exiting other than normal school hours, should sign the log in the main school office. Students will only be released to parents or persons authorized by their parents.

ATHLETICS & EXTRA CURRICULAR ACTIVITIES

Athletic Eligibility Policy

Participating in athletics and extra curricular activities such as band, religion and scholar bowl, and other clubs is a privilege and is secondary to the spiritual and academic progress that a student maintains in school. Besides the students' spiritual and academic interest, this policy is concerned with how St. Mary Parish Catholic School is represented by the student. With that in mind, this eligibility policy will be followed for the duration of the school year. Rules and guidelines are given to participants and are expected to be followed. All extra curricular school related activities must first be cleared through the principal.

Athletic Competition: refer to Diocesan policy 416

In order to participate in athletics in the Wichita Catholic Diocese Parochial League, cheerleading or represent St. Mary Parish Catholic School in any competitive activity outside the school, a

student must: A) Maintain a passing grade (70% minimum) in all classes, including music and Physical Education: and B) be in good standing in classroom and school conduct. This means that the student must have no major offenses and no more than three administration detentions or 10 demerits on his/her disciplinary record.

Saint Mary Parish Catholic School participates in the Catholic Diocese of Wichita League. Girls may participate in fall volleyball, cross country, winter basketball, fall and winter cheerleading and spring track. Boys may participate in fall football, cross country, winter basketball, and spring track. A copy of the League rules and the eligibility policy can be obtained from the Athletic Director. This program is made possible by the fees paid by each participant.

Academic Probation

1. The First Grade Review for this will be two weeks after an athletic season begins (for sports) or the week of beginning preparation for an activity (for other activities).
2. Any student who has not maintained a passing grade (minimum 70%) for this first Grade Review will be placed on Academic Probation.
3. After the first Grade Review, grades for all students will be reviewed each week for the duration of the season. A student who has a failing grade (less than 70%) at the time of any of the subsequent Grade Reviews will be placed on Academic Probation for a minimum of one week.
4. Any student that is placed on Academic Probation will be required to attend a one-hour study session, from 3:30 – 4:30 p.m., each night of that probationary period. If the study session and practice time coincide the study session will take priority.

Conduct Probation

The disciplinary record of each student will be reviewed at the beginning of the season. A student in violation of the policy will be placed on Conduct Probation.

The Consequences

Being in violation of the policy will put the student on a minimum one-week probation from participation in the activity. This means that the student will not be allowed to practice with the team or squad, and is suspended from all competitions during the probationary period. For athletic events, the student may attend but cannot dress in team uniform nor can he/she participate.

A student, who is placed on Academic Probation or Conduct Probation twice, will be dismissed from participation for the remaining season.

COMMUNICATIONS

There are several means of communication between the parent and the school. **Mail-** 618 N. Derby St., 67037. **Call Notes-** 788-3151 leave voice mail at any time. **Email:** stmary@stmarysderby.com or Fax 788-6895. To contact a specific faculty or staff member through email, type the person's first initial, last name @stmarysderby.com. The Parent Newsletter will inform you of upcoming events. Update newsletter information is available on our school website. A paper copy of the newsletter is sent home the last Friday of each month. Copies of forms sent home and weekly information will be in the school office.

Parents Not Living with Their Children:

Parents not living with their children are encouraged to put their names on the mailing list and provide email addresses in the school office in order to receive information. Powerschool parent portal is available to all St. Mary Parish Catholic School parents as well as our Parish Website.

CURRICULUM & INSTRUCTION POLICIES

Accreditation:

Saint Mary Parish Catholic School is accredited by the State of Kansas. This accreditation is renewed every year following a self-evaluation and state review. Saint Mary School, enrolled in the North Central Association, is nationally accredited.

Class Size: See Diocesan policy 507

Computers:

Neither the staff nor students are allowed to bring computer discs or software from outside the school to be used on the computers or copy software for use outside the school. Each student will receive a copy of the Computer Internet Agreement to sign and be on file before using any of the school's computer system.

High School Recommendation:

The Diocese of Wichita requires that elementary school principal evaluate students planning to attend a Catholic High School. Students should understand that it reflects not just on the eighth grade year, but contains information pertaining to the entire academic career at St. Mary Parish Catholic School.

Inclusion:

See Diocesan policy 400 and 516. St. Mary Parish Catholic School will try to meet the needs of every student as much as the available resources allow. In some cases pupils may be accepted on a probationary basis with dates and criteria of evaluation clearly established in writing.

DISCIPLINE POLICY

Principles of Discipline: See Diocesan Policy 408

Students are expected to be respectful, considerate and Christ-like at all times in their behavior towards faculty and staff, visitors, each other and property. Order is important in having a successful learning experience and disruption in that order will not be tolerated. The discipline policy of St. Mary Parish Catholic School applies to students during the school day, before and after school and at school events. Misbehavior will be categorized in one of two ways: Minor Offenses and Major Offenses.

Minor Offense:

This is any act where the student fails in his or her responsibility as a student.

The following are examples of a minor offense:

Tardy to class, dress code, disruptive noise or language, excessive talking, disrespect, cafeteria or playground problems, leaving playground without permission, unprepared for class, and food, gum, or drink at inappropriate time (gum is never allowed)

Consequences:

When a student commits a minor offense, the teacher has the choice to give a demerit or some other appropriate consequence (such as losing recess time).

Major Offense:

This is a blatant act of disrespect displayed toward another student, teacher or staff member, volunteer, visitor, property, rules or teachings of the Catholic Church. It is an offense that can occur on school/church property during the school day or at a school-sponsored event.

The following are examples of a major offense:

Cheating, lying, fighting, unexcused absence, vandalism, physical or verbal abuse including "bullying", use or possession of tobacco, alcohol or other illegal substances or drug paraphernalia. Any acts of serious disrespect toward the Catholic faith. Any other misbehavior deemed serious by the administration

Consequences for a Major Offense:

Demerit System

The purpose of this system is to encourage students to exhibit Christ-like behavior and a respect for others, rules and property. It is our hope that the system will be rarely used. Student behavior will dictate its use.

Grades 4-8 will use the demerit system. K-3 use will be at the discretion and judgment of the classroom teacher.

- 5 Demerits: 1 Administrative detention
- 10 Demerits: 2 Administrative detentions
- 15 Demerits: 3 Administrative detentions, or in school suspension, at principal's discretion
- 20 Demerits: 1st. Major Offense---detention, suspension or expulsion; parent conference
- 25 Demerits: 2nd. Major Offense---detention, suspension or expulsion; parent conference
- 30 Demerits: 3rd. Major Offense---suspension or expulsion; notification to parents
- 35 Demerits: 4th. Major Offense---suspension or expulsion; notification to parents

Playground Rules:

The classroom teacher will explain rules for the playground to the students. Students are expected to follow all direction. No student may leave the playground without teacher permission.

Vandalism:

Our school and school equipment is parish property. Willfully damaging or destroying this property is cause for immediate suspension and possible expulsion. The school requires that vandal damage be paid before a student is allowed to return to class. If a student accidentally causes damage they should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

DRESS CODE

All Students:

The purpose of the St. Mary Parish Catholic School dress code is to provide a uniform appearance, to promote school identification, and to encourage pride and responsibility in personal appearance. The dress code should reduce the cost of buying school clothing, and should reduce competition among students based on their clothing. All students of Saint Mary Catholic School are required to wear the appropriate school uniform.

At the discretion of the principal and/or pastor, certain dress situations may be determined to be unacceptable, at which time the

student and his/her parents will be notified and expected to comply with the code that principal and/or pastor set forth in that particular instance. If any item becomes disruptive the student will be asked to not wear or bring certain items to school.

Pants & Shorts: Navy pants (Parker, or Sears brand are allowed). No Baggies. Pants should be tailored (fitting at the waistline) and in good taste. Navy walking length (just above the knee) shorts may be worn during the months of August, September, and May. Pants or shorts must have belt loops and must be worn with a dark belt. Belt length must be in belt loops and be free of trim. Girls in K-5 must wear appropriate length shorts under their uniform skirts if removing them for P.E. class. No tight shorts.

Shirts: White oxford style, white polo shirt with either short or long sleeves and can be worn with a uniform. The shirts must be tucked in at the waist at all times. All shirts (including sweatshirts) must be no longer than the length at the wrist and at the waistline. Any oversized will not be allowed. Plain white t-shirts or turtlenecks, or school shirt may be worn underneath. No emblems allowed except SMS emblem. The arm length must be the same on both shirts worn. No mock turtlenecks are allowed.

Sweaters, Sweatshirts: Parker navy cardigans, vests and/or pullover sweaters are allowed. Parker uniform sweaters/vests can be worn in the classroom. The gray long-sleeved fleeced sweatshirt with the St. Mary Parish Catholic School Emblem may be worn at anytime when worn over a uniform shirt or turtleneck. Sweatshirts will be available for purchase at different times throughout the school year.

Footwear: Socks: Socks must be **navy or white only**, without trim of any kind. They can be ankle or knee socks. Ankle socks are to cover the area above the ankle. If shoes cover the ankle, the sock still needs to be visible for a uniform look. Socks must be worn with sandals (sandals may be worn during August, September and May).

Shoes: Basically, any type of shoe is allowed as long as the heel is no more than two inches and has a strap across the back of the ankle. All students must wear tennis shoes on P.E. days. Tennis shoes should be simple in color and style. Lime green, bright pink, or other colors that draw attention are not allowed. Shoes with inset wheels and "crocs" are not allowed.

Hair Code: Hair is to be of a modest style and in good taste. No tails, spiked, or unusual cut of hair is allowed. **NO COLORING OF ANY KIND IS ALLOWED.**

Female Attire

Girl's jumpers and skirts must be purchased from Parker Uniform. Parker Uniform – located at 650 N. Carriage Pkwy #85
Online: www.parkersu.com St. Mary ID # W1100553

Skirts and jumpers: Jumpers are worn during grades K-5 and skirts are worn during grades 6-8. Skirt length is to be no shorter than the top of the knee.

Stocking: On cold days all girls may wear navy or white tights; grades 6-8 may wear hose. All girls may also wear navy blue leggings that Parker Uniform sells. All other leggings or sweats can be worn at recess but students will be required to remove them during class time.

Shirts: In addition, a navy polo can be worn with the jumper or skirt only.

Cosmetics and Hair Code: No cosmetics including colored nail polish, blush, lip and eye colors are allowed. Girls are allowed to wear clear nail polish.

Male Attire

Hair Code: Hair is to be of modest style. Hair length is to be no longer than the top of the ear on the sides and the top of the collar in back.

Shirts: In addition a red polo can be worn.

Other Attire other than uniform

School performances, Diocesan activities, picture day and field trips, allow for each student to represent their school in way that reflects the values of our school. Questions regarding hem length, etc. use the uniform guidelines. Further questions can be asked by contacting the school office. If a parent questions the appropriateness of an outfit this is usually an indications that an alternative outfit should be worn. Dress wear should fit the event. School uniform may be worn in place of other attire at anytime. Permission slips will indicate general wear for all functions.

Shirts- All shirts must have a sleeve, not just straps.

Pant- In additions to slacks. Blue jeans must be nice, without holes, hemmed etc. Review standards of fit of school uniform pants.

Dress & Skirts-Length as approved by uniform guidelines. Dresses must have a sleeve, not just straps and be of modest taste.

Shoes- as uniform guidelines

Spirit Day Dress Wear -

Shirt – Must be a St. Mary Bobcat shirt or uniform shirt. Eighth graders are allowed to wear their approved class shirt. Athletes may wear their St. Mary team uniform shirts, but sleeveless shirts must be worn with a shirt underneath.

Pants – Blue jeans

Performance Dress wear-

Pant- no jeans, unless indicated on permission slip.

Shoes- as uniform guidelines but may be of color

Field Trip Dress wear-

Pant- jeans

Shoes- as uniform guidelines, athletic shoe due to activity.

Additionally if an outside activity, sunscreen and cap are suggested.

Picture Day Dress wear-

Pant- slacks or jeans may be worn.

Shoes- as uniform guidelines but may be of color

Further information about photo background color and setting will be released closer to picture time.

Youth group uniforms: (including scout)

Youth group uniforms may be worn to school on meeting or group function day only. Only official youth group uniforms in the range of decency (skirts or skorts no shorter than top of knee) may be worn. Jeans (any color) are not considered official scout uniforms. Official youth group shorts may be worn to school during the times of the year that school uniform shorts may be worn (August, September and May) All youth groups must first be approved by the principal.

PE Uniforms for 6, 7, and 8 Grades:

Navy blue gym shorts only. Shorts must also be walking length. No bike or compression shorts. PE shirts(middle school students only) are the Gray Bobcat t-shirt. Shirts can be ordered with the spring pre- enrollment pack. Each PE uniform shirt must have the student's last name written in permanent ink under the Bobcat emblem.

Body Piercing & Body Art:

Tattoos are strictly prohibited. The practice of body piercing is also not allowed for students. The only exception will be that female students will be allowed to have each ear pierced once. Earrings worn to school will be in good taste. No dangling or large earrings allowed. The principal or pastor determines final decision of the appropriateness.

EMERGENCY INFORMATION

Emergency Drills:

Fire and Tornado drills are held on a regular basis throughout the year.

Emergency Information:

In case of an emergency, each student is required to have on file in the school office the following information:

- Parent(s) **both** custodial and non-custodial or guardian(s) name(s).
- Complete and up-to-date address.
- Home phone number, day phone number, cell phone and parent(s)/guardian(s) work phone number.
- Emergency phone number of friend or relative in local area.
- Physician's name and phone number.
- Medical alert information.

Emergency School Closings:

In the case of closings due to weather, the school policy is as follows: If USD 260 (Derby) closes **or** the Diocese of Wichita schools close, we will close as well. Parents may choose to pick up their student early or not bring them at all if weather is bad.

HOMEWORK

Make-up work: refer to Diocesan policy 508. The school will provide make-up work for absences. On the day a student is absent, his assignments for that day will be turned in to the office for the parents/family to pick up at the end of the day. As a general rule, students will be allowed one day to make up assignments for every day absent. Students absent more than three days, though, should visit with the teacher to work out an arrangement for completing the work. For long-term illness situations parents need to visit with the principal. **Homework is not given prior to an absence.**

GRADES & HONOR ROLL

The Diocesan grading code to be utilized by all schools;

A+	99-100	A	95-98	A-	93-94
B+	91-92	B	87-90	B-	85-86
C+	83-84	C	78-82	C-	76-77
D+	74-75	D	72-73	D-	70-71
		F	69 and below		

Honor Roll:

Will be awarded at each semester in grades 5th – 8th.

Gold: 3.5 to 4.0 (No grade lower than a "C" including.)

Silver: 3.0 to 3.49 (No grade lower than a "C")

Blue & White: 2.5 to 2.99 and teacher recommendation.

LUNCH INFORMATION

Lunch

St. Mary Catholic School participates in the National School Lunch Program. Beginning in the 2007-08 school year, the K-5 grades will be a "serve" program, meaning that they will be served the entire meal. This change is a result of state regulations and an effort to encourage the students to try different foods. Grades 6th - 8th will remain an "offer" program. They will be allowed to choose three or more of the five food categories offered (milk, grains, meat, fruit and vegetables).

Each student will be issued an individual accu-scan card. ALL the cards will be kept near the accu-scan machine. The manager will scan the student's card after they receive their meal. When sending money for your child's lunch account, **please put it in an envelope with their name(s) & grade on the front and the amount that is to be deposited into each child's account.** You may send one check for all the children in the family. When there is less than \$5.00 in an account, a reminder slip will be sent home.

Lunch prices: K-5 = \$2.00; 6-8 = \$2.10. Milk is included in the price of the meal. When purchased without a meal, it will cost \$.35.

Applications for free or reduced meals were available at open house and are available throughout the school year in the office. If you think you may qualify for these services, please fill out the application, put it in an envelope with "Barb Betzen" on the front and send it to school. You may apply at any time during the school year. All information is kept confidential.

Parents are encouraged to have lunch with their child(ren) on an occasional basis. Please call the office before 9:30 and ask them to inform the kitchen. **Please do not send a note with your child.** We appreciate being informed when you plan to join your child for lunch even if you are not having a school lunch so that we can have enough tables and chairs available. The cost for a guest lunch is \$3.00.

STUDENT BEHAVIOR

Alcohol, Drugs and Weapons:

Refer to Diocesan policy 412-The possession and/or sale of alcohol, drugs, and/or any other controlled substance or weapons (simulated or real), or explosive device on the school grounds, or school activity, is strictly forbidden. **Violation of this rule will cause immediate expulsion and will be reported to appropriate law enforcement agencies.**

Bullying and Harassment:

Refer to Diocesan policy 418-Bullying/harassing behaviors will not be tolerated in the school. This behavior is considered a major offense and will be treated as such following the discipline policy. If the behavior is not corrected immediately, the result could be expulsion from school.

Unauthorized Articles:

Common sense and consideration is the best guide in determining whether or not to bring personal possessions to school. In general, students should not bring toys or unusual items including electronic devices to school unless they are intended for a specific purpose in the classroom and the teacher has granted prior permission. The use of pagers by students is strictly prohibited. **Saint Mary Parish Catholic School has a ZERO tolerance with regard to weapons of any type (simulated or real) on school property. Possession of any weapon could lead to immediate dismissal.**

STUDENT HEALTH

Student Health: refer to Diocesan policy 412. All students are required to have a Kansas Certification of Immunization (KCI) on file at the school. All students new to St. Mary Parish Catholic School are required to have a physical. All new students are screened as well. Vision screenings (grades 1, 3, 5, 7) and hearing screenings (grades preK, K, 1, 2, 4, 6, 8) are conducted each year.

Communicable Disease Regulations:

Refer to Diocesan policy 414.

Illness or Injury:

In case of illness or injury, a volunteer working in the Health Room or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. The parents will be contacted if emergency medical treatment is necessary. If parents are not available, the child will be taken to the emergency room at the hospital requested on the child's records. An emergency telephone number of the student's family doctor must be on file at the school.

A parent will be notified if the office nurse thinks the child is ill enough to be sent home. Students vomiting or running a fever are not allowed to return to school until 24 hours have passed from the time of recovery.

As per Wichita-Sedgwick County Health Department regulations: **No person having an infectious or contagious disease shall be admitted to school.** Any child who having an infectious disease shall be excluded from school **until written release is obtained from the Wichita-Sedgwick County Health department or attending physician.**

Suspected Abuse of Children:

Refer to Diocesan policy 415.

STUDENT INFORMATION

Attendance: refer to Diocesan policy 406 & 407. Contact the school office no later than 9 a.m. the day of the absence.

Tardy policy- Students will be allowed *three unexcused tardies per semester*. After that, disciplinary action will be taken. The student is considered absent if they arrive after 10:00 a.m. or leaves before 2:15 p.m.

- When a student will be late to school, the parent needs to notify the school as soon as possible and then sign in at the office when he/she arrives at school.
- Parents will be notified when the student reaches three tardies, five absences, or ten absences (per semester). When the student reaches eleven absences in a semester or twenty absences in a year, the student can lose credit and be required to repeat the grade the following school year. The principal reserves the right to make exceptions to this rule to due documented medical concerns.
- Perfect Attendance is considered no absences.

Lost and Found and Personal Property:

The school is not responsible for any loss of personal property. Parents should mark all items with the student/s name and check the Lost & Found when items are missing. At the end of each nine weeks items not claimed are donated to charity.

Field Trips: See Diocesan Policy 511

Parties:

A simple treat may be brought to school for the child's classmates. The parent arranges this ahead of time with the teacher. Party invitations and special gifts need to be distributed to classmates through the mail or delivered following school hours and not handed out at school. **Please, no surprise parties. All celebrations must be planned with the cooperation and approval of the classroom teacher.**

Solicitation:

Students are not to be solicited for money unless the principal has approved a project. No sale of items is to be conducted at the school by students unless approved by the principal's office.

Telephone:

Students are permitted to use the telephone only in the case of an emergency.

DIOCESAN POLICIES

REFERENCES FOR STUDENT HANDBOOK

Diocesan policy 400: Inclusion.

Our schools must, to the extent that available resources permit, try to meet the needs of every student. No child should be turned away from a Catholic school on the basis of exceptionality alone.

Diocesan policy 401: Admission.

To enter the three or four-year-old classes, a student must be three or four years of age before or by August 31. To enter kindergarten, a child must be 5 years of age on or before August 31. A school may assess a child's readiness to enter kindergarten. To enter 1st grade, a child must be 6 years of age on or before August 31. A child who attended kindergarten or 1st grade in another state may be able to attend kindergarten or 1st grade even though they do not meet the Kansas Requirements.

Diocesan policy 402: Promotion:

Promotion is based on satisfactory achievement. Elaborate promotion ceremonies at the elementary level are not permitted. Only students who have successfully completed the necessary requirements will be allowed to participate in promotion ceremonies.

Diocesan policy 403: Retention:

Students may be retained in the same grade for a variety of reasons. Teachers will consult with the principal any time retention is contemplated. The school will consult with the parents or guardian as soon as possible. The school reserves the right to determine appropriate grade placement, and all diocesan schools shall respect that placement.

Diocesan policy 404: Releasing Students from School.

No student should be excused from school without the permission of the principal. Elementary students should only be released from school to their parents or to persons authorized by their parents. Schools cooperate with police and other lawful agencies, and students may be questioned on school grounds without parental permission.

Diocesan policy 406: Attendance

To obtain the maximum benefit from a Catholic school education, students need to be in school every day.

Parents are to be reminded that the compulsory education law of Kansas requires students to be in school unless excused by the principal. Being absent for such reasons as vacations, sporting events, school activities where the student is not a participant, shopping, babysitting, or travel is not acceptable, and parents

should not ask for their children to be excused for such reasons. The school shall take attendance daily and maintain a record of all absences and tardiness. Parents should contact the school prior to an absence or tardy and request that their child be excused that day. The school, however, retains the right to determine which absences and tardiness will be excused, which will not, and appropriate consequences for unexcused absences. The school should try to determine the reason for any absence on the day of the absence, and keep a record of attendance until the close of the school year. When a tardy or absence is determined to be unexcused, less than full credit shall be awarded for make-up work. When a student has missed more than five sessions of any class in a semester, the student may be required to make-up work after school, on Saturdays, or in an approved summer school program before credit is awarded. When a student has missed more than ten sessions of any class in a semester or twenty in a year, the school may withhold credit or retain the student in the same grade unless the school, upon review, determines that another consequence is more appropriate.

Diocesan policy 407: Truancy.

In accordance with state law 72-1113, a student shall be considered truant if the child is inexcusably absent for either three (3) consecutive school days, five (5) or more days in any semester, or seven (7) days in a school year. The principal shall notify the County Attorney or other appropriate officials in writing of a student(s) who has been determined to be truant from school, the number of days the student(s) has been truant and the name and address of the parents/guardians.

Diocesan policy 408: Principles of Discipline.

Discipline is to be consistent with the diocesan philosophy of education, including respect for the role of the parent. Discipline policy is established by the pastor and principal after consultation with the local School Council and must be communicated to the parents/guardians. The principal develops regulations to implement the discipline policy and oversees consistent enforcement of the policy and regulations. The teachers and staff implement the policy. The primary responsibility for monitoring student behavior in school belongs to the teacher.

1. Corporal Punishment-Corporal Punishment will not be used in the Catholic schools of the Diocese of Wichita.
2. Probation-Students may be placed on probation as a disciplinary measure. Such probation may be for a specific period of time or until certain conditions have been met by the student.
3. Suspension (in or out of school)-Students may be suspended by the principal for delinquency, immorality, incorrigibility, defiance of authority, other serious breaches of school regulations, or for an accumulation of lesser violations. The principal will notify the parents and pastor before suspension, if at all possible.
4. Expulsion-A student may be expelled if all other means of discipline have failed or for involvement in a single act that presents a serious threat to the welfare of the school community. The student involved should be suspended from school while information is being gathered. The pastor, principal, teacher, and parents will be consulted to gather all the facts in the situation. Prior to any expulsion, the principal will confer with the pastor and superintendent. Within 48 hours of this meeting, the principal will notify the parents in writing regarding the decision.

Each school shall comply with the terms of the Weapons-free School Act, which requires schools to expel a pupil from school for not less than one year for possession of a weapon (as defined in the statute) at school, on school property, or at a school-supervised activity. Under the Kansas School Safety and Security Act, schools must also make a report to the appropriate state or local enforcement agency by or on behalf of any school employee who knows or has reason to believe an act

has been or will be committed at school, on school property, or at a school supervised activity that involves or will involve a direct and immediate threat to the safety or security of a human life; the possession, use, or disposal of explosives, firearms, or other weapons; or the commission of an inherently dangerous criminal act.

408a Student Bullying and Harassing

Bullying and harassing behaviors by students are not acceptable. This conduct need not occur on the school premises or at a school-sponsored event to come within the jurisdiction of the Diocese.

Each school must include in its guidance program periodic training for staff members, volunteers, and students about bullying, harassment, social alienation, and the consequences of such behavior. Students who are determined to have engaged in such behavior will be subject to progressive discipline ranging from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion, as laid out in each school's handbook.

Diocesan policy 411. Health records

- A. A cumulative health record for each student shall be kept on file. Catholic schools do not insure students for injuries or accidents that may occur at school, on school premises, or at school-related events.
- B. Student Accident Insurance should be offered to each family on a voluntary basis.
- C. Immunization - As a condition for enrollment each year, every student must verify proper immunization and have a current Kansas Certificate of Immunization signed by a medical or osteopathic doctor (or their representative) or a Health Department official, or a diocesan nurse using official records supplied by the parent. K.S.A. 72-5208, 72-5209, 72-5210 and 72-5211.
- D. Vision Testing - Basic vision screening must be provided to every student not less than once every two years. K.S.A. 72-5204, 72-5205, and 72-5206.
- E. Hearing Testing - Hearing screenings must be provided to every student during the first year of admission and not less than once every three years thereafter. A person certified in the use of a calibrated audiometer shall perform all tests. K.S.A. 72-1204, 72-1205, 72-1206 and 72-1207.
- F. Diagnosis and treatment of illness and the prescribing of medication, including over the counter drugs, are not the responsibility of the school and shall not be practiced by any school personnel, including the school nurse, without proper authorization. ("Proper authorization" means a written prescription from a physician for the administration of all medicine, including over the counter drugs. Parents must provide a written request that the medication be given at school.
- G. Dental Inspections - Free dental inspections will be provided annually for all students except those who hold a certificate (dental card) from a legally qualified dentist current within three months of the first day of school. Schools may choose an on site dental inspection or may use the card referral program.
- H. Physical Examination - Prior to or within 90 days after admission, each student eight years of age or younger entering a school in Kansas for the first time, must submit the results of a health assessment performed by a physician or KDHE certified nurse.
- I.

Diocesan policy 412: Controlled Substance

The Lord calls us to respect His gift of our minds and bodies by practicing the virtues of prudence and temperance. Student use and abuse of alcohol, tobacco, illegal drugs, other controlled

substances, look alike drugs, and act alike drugs is illegal, and students who use these substances are to be held accountable.

- 1) Each school must have a written policy in its school handbook that outlines a program to educate students and parents about substance abuse. A) Procedures for confronting suspected substance use. B) Specific consequences, which balance education and treatment of the offender and preservation of the common good. C) Consequences for participation in school activities and leadership positions for students who use or abuse controlled substances.
- 2) Being in possession of, using, pushing, selling, or threatening students regarding the use of any of the when substances listed above is a violation of policy whether such behavior occurs: A) on school grounds B) at school functions, or C) at school sponsored activities, whether on campus or at another site.
- 3) Students who assist in possession, use, or sale of controlled substances are also subject to disciplinary action. The principal may also notify the city police department of any controlled substance use that occurs on school grounds or at a school function.
- 4) A written record of the violation and disciplinary actions taken must be kept on file.
- 5) When the principal or designate has reason to believe that a student possesses, has used, sold, or threatened others to use any controlled substance, they shall: A) confront the student immediately (except in the case of a medical emergency or disorientation), B) inform the student of the consequences of his or her behavior, C) notify the parent or legal guardian or designate of the student, D) suspend the student until consequences have been met and E) in the case of a medical emergency related to substance abuse, any other procedures already set up by the school for medical emergencies should be followed.
- 6) Upon reasonable grounds, school officials, with a third party present, may search any property of the Diocese of Wichita (including lockers, desks, work areas, or assigned areas) and confiscate any substance considered to be illegal, illicit, dangerous or disruptive. Parents shall be notified within 24 hours.
- 7) Upon reasonable grounds, school officials may also search and confiscate the personal possessions of students following the same guidelines as above. The reason for such a search must meet a higher standard of proof.
- 8) In order to set a good example for students, adult use of controlled substances above shall be banned from any school activity or school function where students are present.
- 9) Students who are concerned about their substance abuse and notify faculty or staff will not be subject to disciplinary action (once.) Confidentiality will be honored seeking and finding support for such a student.

Diocesan policy 413: Student Pregnancy.

Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school's response must first of all reaffirm our respect for the sanctity of human life. While the charity of Christ moves us to forgive and help a young woman and a young man when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct. Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances, which require specific interpretation and application. The administrators of the local schools have the responsibility for making such interpretation and decision. This policy statement is to be incorporated into each high school and middle school handbook.

Diocesan policy 415: Communicable disease

A. A communicable disease shall be defined as any infectious disease transmitted from person to person or animal to person by direct contact with an infected individual or by some other indirect means, and which is classified as such by Kansas law or regulation of health agencies having jurisdiction in such cases. **B.** School administrators must report cases of known or suspected diseases to the local health department on Kansas Report of Notifiable Disease Cards (available form KDHE at (913) 269-5591). A list of diseases is on the back of these cards. **C.** Any student infected with a communicable disease dangerous to the public health shall be excluded from school by the principal or designee for the period of time necessary for the disease to be non-infectious and non-contagious or until the condition no longer poses a significant health threat to other students and school personnel. The exclusion from school and subsequent reinstatement will be based on the concept of maximum health protection for other students in the school. (K.S.A. 65-122). In some or all cases the principal may require the student's physician to issue a written statement declaring the student free of significant risk of contagion. **D.** The Diocesan Exposure Control Plan for School Compliance on Blood borne Pathogens will be followed.

Diocesan Policy 415: Child Abuse Reporting.

Under the "Kansas Code for Care of Children" all professional staff, including directors of pastoral care, sisters, principals, teachers and other employees of a school who have reason to suspect that a child has been injured as a result of physical abuse, are required to report such abuse to the State Department of Social and Rehabilitation Services. Employees are immune from all prosecution or reprisal for reporting. Not to report is a violation of state and federal law. The building principal is always to be notified. **Parents are not to be contacted.**

Diocesan policy 416: Catholic Schools Activities League (CSAL) (Also see: Athletic Eligibility Policy)

The mission of the CSAL is to provide the opportunity and privilege for the students of member schools to participate in organized curricular, extra-curricular, and athletic activities. Any Catholic elementary school within the diocese of Wichita may become a member of the CSAL as long as it agrees to abide by the league Bylaws and Policies, and must verify to the Council adherence to all CSAL policies.

Diocesan policy 418: Bullying/ Harassing Behavior. Also see Diocesan policy 408A

In Catholic schools, the faith community of students and adults should respect, protect, and share the God-given life and worth and dignity of every person, regardless of ability, gender, appearance, cultural background, or interests. More particularly, in effecting an environment that encourages and supports learning, a Catholic school expresses a heightened concern for the student who may be isolated, bullied, harassed, alienated, or the target of inappropriate conduct. Such behaviors can include, but are not limited to teasing, poking, biting, and hitting or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe and include physical, verbal, written, or graphic aggression as well as social isolation and alienation. It includes, but is not limited to epithets, slurs, stereotyping, name-calling, sexually suggestive, insensitive, or vulgar comments, as well as written or graphic material that is circulated within the school or placed on walls, bulletin boards, or elsewhere for public display. The conduct targeted under this policy need not occur in the school environment, on its premises, or at a school-sponsored event to come within the jurisdiction of the Diocese, if it is deemed to affect any one of the three conditions articulated below. Behavior that targets an

individual or group (or their relatives, friends, or associates) is harassment when it: 1) has the purpose or effect of creating an intimidating, hostile, abusive, or Offensive environment; 2) has the purpose or effect of unreasonably interfering with an individual's performance; 3) adversely affects an individual's opportunities. (It is not necessary to prove that the victim was psychologically harmed or that the conduct was intentional.) The behaviors targeted here, including bullying and harassment, are forms of violence that are not acceptable in and cannot be tolerated in Catholic schools as normal behavior or normal human development. At a minimum, they constitute bad manners and bad example. They may also be immoral and illegal as well. Each school shall include in its guidance program education about bullying, harassment, and the consequences of such behavior. Students who are determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling and suspension from participation in school-related activities and privileges, to disciplinary sanctions, up to and including expulsion, as laid out in each school's handbook.

Diocesan policy 504: Individual Learning Plans.

Catholic schools are committed to the total formation of every student. There fore, programs, curriculum, activities, and services must address, support and strengthen each student's unique gifts, abilities, and needs. While most students can be served effectively through the general course of studies, the abilities and needs of some students require an Individual Learning Plan (ILP). In order to determine whether an ILP is needed, an assessment is to be completed for each student whose schedule; course of instruction, supervision, physical accommodation health, or academic status seems to require ongoing individual attentions or substantial modification. This includes all students who score below the 35th percentile on two different assessments and those who score at or above the 98th percentile on two different assessments. It is suggested that schools also consider assessing students who score between the 36th and 49th percentile. Administrators, classrooms teachers, and parents will be participants in the initiation and modification of any ILP.

Diocesan policy 507: Class size.

In the elementary grades, the recommended maximum class size is thirty (30) students. In kindergarten, twenty-five (25) students shall be the recommended maximum. As classes approach maximum capacity, or if special needs arise, aides may be assigned. In a classroom containing combined grades, maximum class size shall be determined by the principal and pastor.

Diocesan policy 508: Homework.

Homework assignments should be educationally sound, provide for an application of previously learned material, correlate past and present material, and provide opportunity for parent and child to share in the learning process. Middle school departmental structures require coordination of assignments in order that a student does not have excessive homework.

Diocesan policy 511: Field trips

Field trips are encouraged, provided the following guidelines are followed:

1. The field trip shall be a definite learning experience. No a party reward.
2. The students shall be prepared for the observations they will make on the trip.
3. The students shall be given a follow-up assignment, which will help them assimilate the knowledge they have gained from the field trip.

4. Written permission from the parent/guardian must be obtained prior to each field trip.
5. Approval for any field trip must be obtained from the principal.
6. The person responsible for the trip must notify the principal at the conclusion of the trip and give a report as requested by the principal as to the general responses and conditions of the trip.
7. Arrangements for adequate supervision must be made based on the number of students, age, and type of field trip.
8. Overnight trips are not allowed at the elementary/middle school level.
9. Fundraising for overnight trips may not be held during the school year in the name of the school, on school property, or under any other auspices of the school.

From time to time parents or students fail to remit complete payment of financial obligations in a timely fashion. Each school is to have a written policy regarding non-payment. No child should be denied the benefits of Catholic education solely because of a parent's inability to pay. Cases of which parents have been informed and still fail to pay fee should be dealt with promptly. The normal consequence would be denial of the service or activity for which the fee is charged. Final exams cannot be taken until all financial obligations are met. Once students have completed a prescribed course of study, grades, transcripts, promotions, and/or diploma may not be withheld.

Diocesan policy 600: Financing

The elementary school is the primary responsibility of the parish to which the school is attached. This includes the pastor, parents, and all adult parishioners. Parishes, which do not sponsor a school but instead enroll children in another parish school, must accept a reasonable responsibility for financing the education of parish children.

Financing the secondary school is the primary responsibility of all the parishes in the school's service area. Again, this includes the pastor, parents, and all adult parishioners of the parishes. The Office of the Bishop will establish an annual assessment based on the needs of the school and the resources of the parish. Priority is to be given to the following funding sources:

The stewardship of all parishioners.

User fees.

Development; the poverty of Christ should always be the norm in the operation of Catholic schools.

What is given to the financial support of the school is given to Christ. It is the responsibility of individual teachers and staff, parents and students to see to it that great care is exercised in the maintenance of school furniture and equipment. Expenses should be kept to a minimum...not by doing without what is necessary, but by the non-wasteful use of services and resources provided. Common sense, of course, must be exercised at all times

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Diocesan policy 601: Stewardship.

United Catholic Stewardship is a way of life, which supports every mission of the parish. The gifts of time, talent, and treasure by all parishioners provide the necessary means to fulfill these missions. As a diocese that has already witnessed the blessings of stewardship, all parishes are encouraged to involve every parishioner in the stewardship way of life.

Diocesan policy 602: Fees.

It is customary for schools to charge fees for such expenses as registration, textbooks, band, graduation, and athletics. Fees must be approved in advance by the Pastor and Principal in the parish schools and the Superintendent and Principal (President) in the diocesan schools. The amount of the fees should be no more than that necessary to defray the costs of the activity or other purposes for which it is charged.

Diocesan policy 605: Non-Payment of Financial Obligations.

Computer & Internet Use Agreement Acceptable Use Policy

Our goal in providing Internet Access to the students and teachers is to promote educational excellence in our school by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world, comes the availability of material that may not be considered to be of educational value in the context of the school setting. Please be assured that your child will be using only the web sites that are provided by the teacher. St. Mary School has taken precautions against unacceptable material by the use of a strict filtering system. While students are using the Internet at school, adult supervision will be provided. The following are policies to discuss with your child in an age appropriate setting.

St. Mary Parish Catholic School Grades K-2

Students will NOT be allowed to “surf” the Internet in Kindergarten thru 2nd grade. The sites used in computer class will be for the purpose of supplementing classroom objectives and will not be sites for them to use as a “play” time.

While it is not likely that students in grades K-2 will venture off into sites other than those instructed, it is still important for these students to know that they need to act responsibly when using the Internet, as they would with any computer activity. Therefore, this Acceptable Use Policy needs to be explained to your child in a way that you feel they would best understand. We will also be discussing these safety issues in our class introduction to the Internet.

Any student, who does not use the web site we are on appropriately, will lose the privilege of using the Internet.

As partners, we can begin the important task of introducing the Internet to your child in a structured way. Listed below are a few sites for parents to learn more about the Internet and how to guide your child if you are interested.

www.getnetwise.org/, www.childrenspartnership.org/bbar/pbpg.html, www.safekids.com/,
www.ala.org/ICONN/familiesconnect.html, & www.ed.gov/pubs/parents/internet/

Internet Use Agreement Acceptable Use Policy

St. Mary Parish Catholic School Grades 3-8

Internet – Terms and Conditions

Acceptable Use – Access to the Internet must be in support of education and research and consistent with the educational objectives of St. Mary Parish Catholic School.

Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The classroom teacher will deem what is inappropriate use, and their decision is final. The administration, faculty, or staff of St. Mary Parish Catholic School may request a teacher to deny use of the Internet to certain students. Disciplinary action, to be determined by the Administration and or the Faculty or Technology Committee and/or Legal action, if appropriate.

Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include the following: Use of appropriate language. Do not reveal your personal address or phone number or those of another person. St. Mary Parish Catholic School makes no warranties of any kind for the service it is providing. Use of any information obtained via the Internet is at your own risk. St. Mary Parish Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The following actions are NOT acceptable internet or computer behavior-Violation of copyright law; Damaging computers or the network, including loading viruses, Using another student’s or teacher’s password; Trespass into another student’s or teacher’s files; Sending or displaying obscene or offensive messages or pictures; Insulting or harassing another person; Students are not allowed to access “chat rooms”, email or other forms of direct electronic communications; Students will not “hack” into unauthorized files, computers, sites or perform other unlawful activities by minors online; The school personnel or students will not allow unauthorized disclosure, use, and dissemination of personal information regarding minors; Any actions deemed inappropriate by staff and or administration.

Please read this document carefully. Parent and student signatures will be required and in place before any student will receive access to a school computer.