

Saint Catherine of Genoa School

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Rev. Brian McHugh
Pastor

Miss Marian Burns
Principal

Parent – Student Handbook

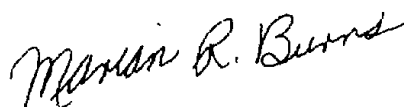
CHRIST COMMUNITY COMMITMENT

Revised Edition
August 2008

This handbook includes information that will help your child's educational experience at Saint Catherine of Genoa be successful. Please read it thoroughly.

Please complete and sign the Parent-Student Agreement Form (last page) and return to the school office.

May God Bless You,



Marian R. Burns,
Principal

A Pastoral Message on Catholic Education

“To Teach As Jesus Did”

Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community. Community is central to educational ministry both as a necessary condition and an ardently desired goal. The educational efforts of the Church must therefore be directed to forming persons in community; for the education of the individual Christian is important not only to his solitary destiny but also to the destinies of the many communities in which he lives.

CHRIST

COMMUNITY

COMMITMENT

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School Mission Statement

Saint Catherine of Genoa School offers an excellent Catholic education for students who will become confident, develop a positive self-image, and show compassion for their families, neighbors and the world.

Non-Discriminatory Policy as to Students

The schools of the Archdiocese of Boston admit students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, national and/or ethnic origin in administration of educational programs, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Diversity and Difference Policy

Saint Catherine of Genoa School is a place “Where Everyone is Family.” It is our moral responsibility to provide a school climate fostering mutual respect, social awareness, and acceptance of race, gender, cultural diversity and excellence.

Statement of Philosophy

We, at Saint Catherine of Genoa School, come together not only as professional educators, but also as faith people who see ourselves as sharers in the building of the body of Christ. This is the foundation and source of our work. In our dealing with each other and with the children, we want it to be said, "This is how Christians treat one another."

We strive to provide our students with the best possible educational program and to develop attitudes that will foster the growth of the child intellectually, spiritually, and emotionally within the framework of a Christian atmosphere.

Objectives

1. To promote Christian attitudes among students; a sincere caring for each other and all humanity. In doing so, they will demonstrate their love of God.
2. To help each student develop a healthy, positive self-image and to create an atmosphere for students to exhibit courtesy, respect, fairness, and compassion among themselves, faculty and staff.
3. To challenge each student to academic excellence and to encourage them to use their God-given talents, enabling them to become ethical future leaders of our country and productive citizens.
4. To help each student make sound moral judgments and develop the confidence to be compassionate for their families, neighbors and the world.
5. To work with parents who are the primary educators in helping to make these objectives a reality. A team effort, total cooperation and support are required.
6. To work closely with the clergy in the religious education of the children entrusted to our care.
7. To provide opportunities for the children to extend their Christian schooling to the community at large.

Unauthorized Use of School Name

No student, parent, or guardian may utilize the school's name or identifying logo without the express prior written permission of the school Principal.

Accidents

All accidents - within the school building, on the school property, en route to or from school and home – must be reported to the teacher, when appropriate, and to the office.

Attendance

Attendance at school is more than a privilege, it is required by law. The school calendar indicates the days school will not be in session.

Absence

Please notify the school by telephone on the first day of absence between 7:45 a.m. and 8:30 a.m. An answering machine will accept your message in the evening and when the telephone is unmanned. Also, a written note from a parent/guardian explaining the absence is required on the day of return. Children must make up missed work.

Dismissal

A parental/guardian note requesting early dismissal shall be brought to the classroom teacher. Children being dismissed must be picked up in the office by a parent or an adult authorized to represent the parent, and the student must be signed out before leaving the building.

Tardiness

It is the responsibility of the parent/guardian to see that the child is in the classroom by 8:00 a.m. Tardiness is both disruptive to the class and detrimental to the student's learning. Habitual tardiness will be treated as a serious scholastic problem.

Truancy

Truancy is a serious matter. Parents/guardians will be notified and asked to attend a meeting with the Principal to determine the reasons and to correct the behavior.

Releasing Students for Vacation

Parents should be discouraged from making requests to take their children out of school for a family vacation outside of the regular school vacation times.

If a parent informs the school of such a request, the principal and the teachers, after discussing the student's progress and academic standing, should advise the parents of the potential effect the loss of class time may have on the student's academic standing.

The student and parents should be given a copy of the work that will be covered during the time of the absence. The student and parents should be required to sign a copy of the document and a copy should be placed in the student's academic file.

It is not the responsibility of the school to provide additional teaching or tutoring to the student. The student should be held responsible for all previously announced deadlines for such things as projects, reports, etc.

The final decision is the responsibility of the parents.

Bullying Policy

Bullying is the use of power by one or more individuals over another to intentionally cause harm. There are many ways that bullying can manifest itself in wrongful conduct at school. Bullying is often discerned by a pattern of wrongful conduct but one single incident can rise to the definition of bullying. The definition includes but is not exclusive to:

- Physical
- Verbal
- Psychological

Bullying is prohibited. Saint Catherine of Genoa School shall not tolerate any bullying on school grounds or any school activity community school program, on or off campus.

It is the responsibility of the Faculty and Principals to make clear to students and staff that bullying or harassment in the school building, on school grounds, on the bus or school sanctioned transportation, or at school sponsored functions will not be tolerated. In order to promote a safe environment, a first avenue will be education prevention and intervention as mediation for all staff and students about the effects of bullying. Prevention and mediation will be our first avenue when faced with bullying. If situations warrant it, disciplinary action up to and including suspension and expulsion may be appropriate.

Conduct

Good conduct and behavior, as befitting a Catholic School Student, is expected of all students:

- Responsible, orderly, courteous conduct is expected at all times.
- Students are to show respect to all; teacher, classmates, adults and any and all persons connected to the school. This respect is also expected to be carried over into their family and community life. They must act as good Christians at all times, including en route to and from school.
- School rules are to be obeyed and followed.
- Students participating in school sponsored extra-curricular activities must meet disciplinary standards.
- No student can or will be allowed to interfere with the right of other students.
- It is the student's responsibility to know and obey the school rules. Also to recognize the need and importance of such rules and to understand the need for action when the rules are not adhered to. We want our students proud to be a part of our good school. It will only be as good as they allow it to be. We ask that they take pride in themselves and the school; be courteous at all times; understand and live good sportsmanship.

CORI Checks

Each member of the faculty, staff and volunteers must complete and file a Criminal Offender Record Information (CORI) check form every academic year. All adults who volunteer in our classrooms; chaperone field trips, and any other activity that directly involves the children must complete a CORI form.

Detention

Students whose work or conduct is not satisfactory may be required to stay after school for detention. All parents will be notified or given advance notice by their child when their child has

been assigned detention. Detention will involve after school hours. Time for detention will be at the discretion of the teacher.

Detention is issued when a child is disorderly. It is given to children who have **consistently violated** school regulations. Detention is a punishment that will, hopefully, help modify inappropriate conduct. During a detention the teacher who sent the child to detention will give each child a suitable punishment. The punishment will be according to the child's age and ability. **Detention is on Monday through Friday**

Reasons for Detention

1. Gum chewing, (consequence: clean gum off tables and chairs)
2. Lying
3. Showing disrespect
4. Defacing school or other's property
5. Name calling
6. Passing notes
7. Disrupting the class
8. Using improper verbal and/or written language and/or pictures
9. Incomplete assignments
10. Talking on the stairs, hall, or during a fire drill
11. Leaving class without a pass
12. Not wearing uniform on scheduled days
13. Not following D.E.A.R. procedure
14. Stealing school or other's property

After several detentions, a student will be provided a Student Behavior Contract. Failure to comply with the contract will result in suspension or expulsion.

Suspension

Suspension is used only after the school personnel have made reasonable efforts to assist the student in adjusting to the social and academic requirements of the school environment.

Suspension may be given up to as many as three (3) days; it is for an offense of a serious nature.

The following would result in a school suspension:

1. Defacing school or other's property
2. Use of foul or abusive language (written or spoken)
3. Disrespect or defiant attitude towards any faculty or staff member
4. Violation and/or theft of faculty/staff/other's property
5. Stealing or plagiarism
6. Fighting in school or on school grounds
7. Any form of bullying which includes sexual harassment.

The students' must make up all missing work during their suspension.

Expulsion

Expulsion is used only after Detention, Suspension, and finally a Student Behavior Contract is violated. The Principal in consult with the Pastor will expel a student if the Student Behavior Contract is violated.

Parent/Guardian Responsibilities

A parent/guardian must show respect for administrators, staff and teachers. Physical and/or verbal assault will not be tolerated. A parent/guardian who violates this policy will result in the immediate expulsion of their child/children from school.

Parents should be involved in a parent-school partnership, working together for the best interests of the children. They should attend conferences with teachers at prearranged times as well as when requesting or being requested to meet if a child is having any problem or not working up to potential. They should set aside a homework time at home, and see that child uses it properly. They must work with the school regarding safety procedures and good citizenship. They must realize that they are child's most important teachers by giving love and good example.

Wise Parents

- Respect their child as an individual.
- Develop a consistent policy of discipline.
- Give their child opportunities to make choices and solve problems.
- Plan simple responsibilities and see they are complied with.
- Share their child's knowledge of school by showing interest.
- Give their child love, patience, understanding and sense of security.
- Set a good example by speaking, thinking, and acting truthfully, democratically, and without prejudice.
- Cooperate fully with the child's teacher and school.
- Parent/Guardian may not enter the classroom without a previous schedule appointment.
- Help the child develop confidence and self-esteem.
- Monitor the child's bedtime.
- Provide a nutritious breakfast and a good lunch to assure the child's energy level during the school day.

Contraband

The following items are not allowed in school and will be confiscated and returned to the parent:

- | | |
|---|---|
| 1. No Electronics i.e.
watches/games | 6. Cell Phones |
| 2. Walkman/Discman/MP3/IPods | 7. No sport equipment or toys without
prior consent of teacher |
| 3. Beepers | 8. Collectable cards or items |
| 4. Nose ring/inappropriate body
piercing | 9. Compact Discs (CD) or DVD |
| 5. Bicycles | 10. Heelys (rollerblade shoes) |

Specific Disciplinary Policy

The below mentioned offenses are major infractions of the school discipline code and **WILL** result in suspension for a minimum period of one to three days and could result in prosecution and/or expulsion. Any student facing a suspension must be given notice of the charges against him/her and the parent/guardian notified.

1. Possession of weapons. A student in violation of this policy, in addition to school department action, will be referred to the police.
2. Striking a teacher, administrator, paraprofessional or other authorized school personnel. A student in violation of this policy, in addition to school department action will be referred to appropriate authorities.
3. Fire - Starting or attempting to start a fire in the building or on school grounds. A Student in violation of this policy, in addition to school department action, will be referred to appropriate authorities.
4. False fire alarm, bomb scares, willfully discharging fire extinguisher. A student in violation of this policy, in addition to school department action, will be referred to appropriate authorities.
5. Violation of the Civil Rights of any member of the school community. A student in violation of this policy, in addition to school department action, will be referred to appropriate authorities.
6. The use, possession, or sale of alcohol, tobacco products and drugs. A student in violation of this policy, in addition to school department action, will be referred to appropriate authorities.
7. Willful physical assault (serious fighting).
8. Smoking or using tobacco products in the school or on the school grounds. In addition to Suspension, elementary students using tobacco products must also meet with the nurse to discuss risks of tobacco use and to assess if additional Support services are needed.
9. Any and all other serious offenses resulting in danger to the staff or other students, significant damage to the school or disruption of the educational process, will be at least, a suspendable offense.

Text Books

Children must have book covers to protect books. Books damaged through carelessness must be paid for and replaced by the student. Books (except workbooks) should never be written in or marked. Books which go home must be covered.

Calendar

Parents will receive a monthly calendar to be kept in a prominent place in the home for easy reference. It is important for parents to read our calendar each month to learn of school happenings. This will eliminate much confusion over happenings, early release dates, etc.

Conferences

Parent conferences with teachers are encouraged. An appointment may be requested by either teacher or parent. If you have a question or problem, please don't wait. Conferences will be arranged as soon as possible, but not during school teaching hours.

Curriculum

Saint Catherine's School enhances its curriculum programs to meet the special and individual needs of members of its student body. Multiple and varied teaching techniques are used at all grade levels.

Report Cards

Report Cards are issued three times a year. These reports will advise on a child's mastery of curriculum, conduct and effort. Distribution of report cards are published in the monthly calendar. Meetings will be held after each reporting period. Longer and private conferences may be requested and will be scheduled if needed.

Progress Reports will be sent home half-way through the reporting period. Teachers may also send home notices when necessary and may request a meeting to better help a child.

Dress Code

Students must be dressed in neat, clean attire at all times. The school and gym uniform can be purchased by the school approved vendor: Collegiate House. Some items are available in your local department store.

Boys

Grade K1: Comfortable play clothes without loose strings is suggested. The school gym uniform is required for gym days and field trips.

Grade K2: Navy sweatpants or long navy blue shorts for hot days. Saint Catherine tee-shirt/sweatshirt. Navy sweat pants may be purchased at Colligate House or local department store. Boys have the option of wearing navy blue dress pants and monogrammed blue polo shirt. Navy blue cardigan sweaters are optional.

Grades 1-8: Navy blue dress pants with blue belt and monogrammed blue polo shirt. Navy blue cardigan sweaters are optional. Baggy pants are not allowed

Girls

Grade K1: Comfortable play clothes without loose strings is suggested. The school gym uniform is required for gym days and field trips.

Grade K2: Navy sweatpants or long navy blue shorts for hot days. Saint Catherine tee-shirt/sweatshirt. Navy sweat pants may be purchased at Colligate House or local department store. Girls have the option of wearing navy blue dress pants and monogrammed blue polo shirt. Navy blue cardigan sweaters are optional.

Grades 1-3: Uniform jumper dress or blue slacks, white blouse and navy blue knee socks or tights. Navy blue cardigan sweaters are optional. Grade 3 girls have the option of wearing jumpers, uniform skirt or blue slacks with vest.

Grades 3-8: Uniform skirt or blue slacks with vest, white blouse and navy blue knee socks or tights. Navy blue cardigan sweaters are optional. Grade 3 girls have the option of wearing jumpers, uniform skirt or blue slacks with vest. Short skirts or jumpers are not allowed.

Shoes

Grades K1-8: Shoes with non-skid soles are suggested for safety. No open toe shoes, flip-flops, sandals, rollerblade (Heelys) shoes, or high heels. When outer boots are worn because of inclement weather, shoes must be provided for school hours.

Grades 1-8: Dress shoes only. Sneakers may be worn on Gym days.

Miscellaneous

- Girls may wear earrings. All earrings are not to be larger than one inch. For safety reasons, dangling or large hoop earrings are not allowed.
- Boys may wear small stud earrings.
- Makeup is not allowed.
- Colored nail polish is allowed. The color should be the same on every finger. No gothic/black colored nail polish. Nail polish should not be brought to school.
- Haircuts are to be conservative. Boys with long hair must tie back their hair unless it stays back on its own.
- Students are not allowed to wear hats/do-rags, bandanas etc. in the building.
- All school clothing must be labeled with your child's name.

Homework

Homework is assigned on a regular basis. Children in grades 2-8 must use the homework assignment notebook provided by the school. We request that the parent/guardian read and sign the notebook daily so you know what is expected of you child/children. Students must pay to replace the assignment notebook if lost.

Homework assignments serve a number of purposes as well as being an important reinforcement to classroom lessons. They help each student:

- become self-reliant
- learn to work independently
- improve skills taught in school
- complete certain projects which require individual and creative effort
- strengthen basic skills
- foster worthwhile use of leisure time
- develop good life habits

Homework is assigned regularly and at all grade levels. Homework is not to be thought of as punishment but rather an extension of child's learning process. Parents should work with the teacher in promoting positive attitudes. They should provide a definite time and a place for study. Parents should check the student's assignments

- before the child starts – The child understands what to do and what is expected.
- when the assignment is completed – The assignment is fully complete, neat, and accurate.

Homework not completed because of absence must be made up as soon as possible. Failure to make up missed assignments will contribute to lesser learning and poorer grades. Homework is counted towards a student's grade.

All materials such as pen, pencils, paper, crayons, markers, etc. must be supplied by the parent/guardian.

Time spent on homework differs with each child because of individual differences. Study type homework is as important as written homework! However, do not make the child work extra

long until it becomes unbearable to the child. If a child has trouble completing the assignment in the allotted time, discuss it with the teacher. Written homework is not assigned on weekends.

Please offer moral encouragement and accept your child's best effort. We will! If your child frequently claims no homework, check with the teacher.

General guidelines for home are:

- Grade 1 10 to 20 minutes
- Grades 2 & 3 30 to 40 minutes
- Grade 4 35 to 45 minutes
- Grades 5 & 6 50 minutes to 1 ½ hours
- Grades 7 & 8 1 hour to 2 ½ hours
- Kindergarten & below Children develop a love of reading from being read to by parents. Homework will be given in the second quarter.

School Hours

Kindergarten One:

Half-Day: 8:00 a.m. to 11:30 a.m.

Full-Day: 8:00 a.m. to 2:30 p.m.

Grades K2-8: 8:00 a.m. to dismissal at 2:30 p.m.

7:00 a.m.	Doors Open
7:45 a.m.	Children in classrooms
8:00 a.m.	Opening Exercise
10:15 a.m.	Working Snack
11:30 p.m.	Lunch/Recess begins
12:00 p.m.	DEAR (Drop Everything and Read)
12:30 p.m.	Classes Resume
2:30 p.m.	Dismissal

An answering machine will accept your message in the evening and when the telephone is unmanned.

Parking Procedures

For the safety of the children, it is requested that you park your car in our school or church parking lot and teach your child to cross the street under the supervision of the traffic guard.

Health and Safety

School Visitors

The safety of our students is of the utmost importance. School doors are kept locked. Video cameras are located at doors of the school to record visitors. All visitors must enter the main entrance and immediately check in with the Secretary's Office.

Students are not allowed to open the doors for anyone other than faculty, clergy, known students, and their own parents/guardians.

Delivery of Articles

Any lunches, clothing, books, forgotten assignments, etc. brought to the school must be delivered to the Principal's Office, not the classroom. The office staff will see that the child receives delivery without classroom disruption.

Telephone Calls

In an emergency, parents may request the delivery of a message to a child. Children are allowed to use the school telephone with permission from the teacher or Principal. Parents who phone the school office to pick up their child/children prior to dismissal, are requested to phone by 1:30 P.M. Otherwise students will dismiss at 2:30 P.M. with their class.

Fire Drills

Law and student safety require periodic fire drills. Children are instructed on what to do and how to act during drills. Fire drill routes are posted in the classrooms. Saint Catherine of Genoa School has an approved Crisis Management Plan in place.

Emergency Information

It is vitally important in times of emergency at the school to have the necessary information about a child. Therefore, we ask that you completely fill out and return to the school the Emergency Information Form and that you keep it up-to-date. If you have any changes to the form such as: change of address, emergency contact names and/or telephone numbers, change in physician, medical information, etc. please inform the office as soon as possible.

Each year, the Emergency Information Form is sent home on the first day of school. Please complete one form for each child and return immediately.

Health records which include information related to physical and dental care, as well as immunization status and the results of screenings completed in school are maintained for each child. Students will not be allowed to attend school if their physical and/or immunizations are not current.

Injury or Illness

Injury or illness care is provided by the school nurse when she is in the school. Injury care is limited to first aid. Children who need care beyond first aid are taken by their parents, or an adult designated by them, to a physician or hospital. Children who contract a communicable disease are excluded from school until the condition has cleared and will be readmitted upon receipt of a doctor's certificate.

Medication

There are times when a child must have a special medication. Only qualified persons are allowed to give this medication and it must be kept by the principal. Under no circumstances can a child keep medication in a classroom or self-administer it. Consent forms must be completed and signed by a parent/guardian and physician for medication to be given. Also, the parent/guardian, not the child, must deliver the medication in a proper prescription bottle. The following information must be listed on the bottle:

- Physician's name and telephone number
- Student's name

- Name of medication
- Dosage amount
- Time it is be administered
- Length of time medication must be taken.

A maximum 30 day supply only can be kept at school. A letter for change of dosage or medicine must come from the physician.

The school should be informed when a student is taking medication. Faculty is not permitted to administer medication under any circumstances. Extraordinary medical circumstances must be called to the attention of the principal.

Parents will be notified of any observations by faculty which may be of a physical nature and considered worthy of note for the well being of the child. This includes mental and emotional observations as well as physical.

Drug Policy

If the student is found in the possession of drugs, whether it be in the act of using, passing, or selling, he/she will be subject to the following regulations:

1. The teacher will refer the student to the Principal.
2. Upon referral to the Principal, the Principal will phone the Police, Parents and Pastor concerning this illegal act and one of the following alternatives will be followed:
 - a. If the student wants help and the Principal feels he/she is unable to help, the student will be referred to a drug counseling agency. The student may be subject to arrest if police deems necessary.
 - b. If the student does not want help, he/she will be expelled.

Non-Custodial Parents

Unless there is a court order to the contrary, non-custodial parents have a right to receive information of their child's behavior, achievement, etc., upon written request. Copies of report cards, school notices, miscellaneous mailings and conferences are available to the non-custodial parent.

No School Announcements

Saint Catherine's School follows the policy of the Somerville Public Schools as to emergency school closing due to inclement weather. Please listen to the radio and television announcements. If the Somerville Public School cancels school, then Saint Catherine of Genoa School is also cancelled.

Testing

All regular daily and classroom tests with a grade of 70 or lower must be signed by the parent and returned to the teacher within two days.

Testing is one of the important tools used to evaluate pupils' progress and academic achievement. The purpose of testing is also to measure the educational status of the school and assist teachers.

Achievement Tests and Cognitive Ability Tests for Grades 2 through 8 are administered in October. These test results are made available to parents in late November or early December.

Traditions

Students stand and greet the Pastor, all clergy and religious and the Principal when they enter the classroom.

The school doors are kept locked for safety purposes. All visitors must enter the main entrance and immediately check in with the Secretary's Office.

Students travel in pairs, when appropriate, within the building and are not permitted to open doors for visitors.

Sick students report to the office only when they are sick enough to go home.

The school has assigned *Buddy Classes* (older students to younger ones), and all older children "look out" for younger children as well as serving as role models.

Grievance

If a parent/guardian wishes an explanation of a classroom procedure or decision, the following procedure should be followed:

1. The parent first speaks to the teacher.
2. If this is ineffective, the parent notifies the Principal.
3. A parent, teacher, principal meeting will be held.
4. The pastor and/or principal meet with the teacher and parent.

Consultative Board

Saint Catherine of Genoa School has an active consultative board who assist the Pastor and Principal in school related policies. They function as an advisory board.

Parent Teacher Organization (PTO)

The Parent Teacher Organization works hard at fundraising to supplement the school operating income and special events. All families are automatically members of this group. You will receive meeting notices and are encouraged to attend.

Fundraising

In order for Catholic schools to survive, it takes much dedication and sacrifice on the part of all Christians. The cooperation and commitment of every family is needed to help in fundraising.

Bingo

Every family is required to work six (6) Bingo games per year. Otherwise, a family may pay an additional \$300.00 which is due by the first of September or \$30.00 added to the monthly tuition payment.

Fall and Spring Fundraisers

During the school year, the PTO sponsors two (2) fundraisers; one in the fall and again in the spring. The PTO sets the required amount that families must fundraise. A family has two (2) options:

1. Participate in the fundraiser and meet the required fundraising amount
2. Pay the “buy-out” amount \$150.00 for one child. \$250.00 per family

The money for PTO is used to pay school bills and make necessary repairs.

Chapter One

The City of Somerville provides Saint Catherine School with a remedial program through federal funds. Parents may request a Core Evaluation of their child through the school system in which they reside if they feel it necessary. If you feel a need for this, please discuss your concern with the Principal who will assist you in obtaining an evaluation.

Library

Saint Catherine School has a library available to all students. We encourage students to make use of this facility as part of the curriculum.

Lost and Found

Parents are asked to mark younger children’s clothing and equipment. It is suggested that students do not bring valuables or large sums of money to school. The school cannot be responsible for lost items. Found items will be turned in to the office for safekeeping. They will be held for a sufficient length of time for the owners to claim them.

Lunch

Students eat lunch and snacks in a supervised classroom. Polite conversation and good table manners are expected. Because this is a classroom, children must be extra careful to be neat and to dispose of their wrappers, etc., in the proper wastebaskets. Food is not to be taken to other areas. Students are expected to bring a mid-morning nutritional snack to school.

Parents may purchase a school lunch for their child/children one month in advance. The date will be noted on the school calendar.

Promotion and Retention

Children will not be promoted from grade to grade solely because they have been present in a class for the year but rather because of their academic performance during the year. The possibility of non-promotion will be communicated to the parents by the classroom teacher by March 31st via a conference.

Because of health problems, irregular attendance, low achievement, etc., a child may be retained at a given grade level. No student may be retained more than twice during his elementary school years.

Schoolwork from a legitimate absence may be made up. Work not made up in the required time will be graded as a failure.

Summer School

If a student is deficient or failing in a major subject area, he/she may be required to attend summer school. Marks from most summer school programs will be honored. It is the responsibility of the parent to complete arrangements for summer school.

Permission Slips

Parents are required to sign permission slips for the following:

1. Field trips
2. Walking trips for the year
3. Chapter I Program
4. Use of school computers/equipment

Acceptable Computer Use and Internet Safety Policy

4300.1

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

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

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

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

I. PERSONAL RESPONSIBILITY

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

II. TERM OF THE PERMITTED USE

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

III. ACCEPTABLE USES

A. Educational Purposes Only

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

B. Conditions and Rules for Proper and Ethical Use

Acceptable Use

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

Privilege

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

RESPONSIBLE USER:

A responsible user of the Internet may keep an account as long as the user is a staff member or student in Saint Catherine of Genoa School.

A responsible user may:

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

A responsible user:

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

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

By signing this agreement you acknowledge that you:

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

C. Unacceptable Uses of Network

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

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm virus, "trojan horse" or "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

D. Netiquette

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

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

A. General Warning; Individual Responsibility of Parents and Users.

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety.

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name, or any other information, which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. "Hacking" and Other Illegal Activities.

It is a violation of this Policy to use the School's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information.

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

E. Active Restriction Measures.

Saint Catherine of Genoa School either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material, which is inappropriate for minors.

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

V. PRIVACY

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

VI. FAILURE TO FOLLOW POLICY

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

VII. WARRANTIES/INDEMNIFICATION

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

VIII. UPDATES

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

Parent-Student Agreement Signature Form

1. PARENT- STUDENT HANDBOOK:

Parent Initials _____

We, the undersigned, affirm and state that we have read, or have had read to us (ex. younger children will have them explained to them by parent or guardian), understand, and agree to abide by the Policies set forth in this Saint Catherine of Genoa Parish School *Parent - Student Handbook*.

We sign that we have not only read these policies in their entirety and understand them fully, but that we will abide by them, and that we recognize the necessity and right of our school to determine and establish these rules and policies and to provide for their enforcement.

2. POLICY AGREEMENT FOR COMPUTERS:

Parent Initials _____

Student Agreement

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

Parent Agreement

- I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy.
- I am therefore signing this Policy and agree to indemnify and hold harmless the School, Saint Catherine of Genoa School and the Data Acquisition Site that provides the opportunity to Saint Catherine of Genoa School for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the foregoing Policy.
- Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building approved account to access Saint Catherine of Genoa School computer network and Internet.

3. WALKING FIELD TRIP PERMISSION:

Parent Initials _____

I (parent/guardian) give permission for my child/children to attend walking field trips within the neighborhood/local area of the school.

4. PHOTOGRAPH PERMISSION:

Parent Initials _____

I (parent/guardian) give permission for images of my child/children or their likeness in photograph(s)/video in any and all of its publications and in any and all other media, whether now known or hereafter existing, controlled by Saint Catherine of Genoa School, in perpetuity, and for other use by the school. I will make no monetary or other claim against Saint Catherine of Genoa School for the use of the photograph(s)/video.

Student #1 Signature

Grade

Student #2 Signature

Grade

Student #3 Signature

Grade

Student #4 Signature

Grade

Parent/Guardian Signature

Date

Please complete and remove this page from the Handbook and return to oldest child's homeroom teacher within ten school days from the start of school.