

**ST. MARY'S ASSUMPTION SCHOOL HANDBOOK (2004-05)**  
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## **ST. MARY'S ASSUMPTION MISSION STATEMENT**

**The mission of St. Mary's Assumption School is to envision, embrace, and proclaim Jesus Christ through spiritual and academic excellence with our students and all members of our Catholic school community.**

**Therefore we commit ourselves to:**

- **Permeate the students with Christian values and principles**
- **Prepare our students to proclaim the Good News by providing a solid Catholic Education**
- **Contribute to the development of the whole child: spiritually, intellectually, physically, and emotionally**
- **Aim for a quality education where the ultimate goal is helping the students find God and satisfaction in learning**
- **Providing opportunities for students to develop a vision of justice, freedom, truth, and wisdom**
- **Initiating service projects that will lead the students to a greater understanding and connection between learned knowledge and putting it into practice**

## **PHILOSOPHY OF ST. MARY'S ASSUMPTION SCHOOL**

**St. Mary's Assumption School, by its very nature, is an expression of the mission entrusted by Jesus Christ to the Church He founded. Through education, we seek to prepare our students to proclaim the Good News. By means of a well-rounded educational program, St. Mary's Assumption School contributes to the environment of a lifelong growth in learning. Our aim is a quality, innovative education in a Catholic environment, striving to cultivate among these young minds the beauty of freedom found in the gospel message. Through personal commitment to Christ, the entire school family may serve the needs of all to the best of their ability.**

**In this aim for quality education, the goals are many. The chief one is a united effort to focus on the ultimate goal, God. We value each person and thus help each child to find satisfaction in learning, to develop self-confidence, and to explore the resources of school, home, community, and self. Recognizing the many gifts each student is capable of sharing, we strive to cultivate minds and hearts by development of academic excellence, appreciation of the good and beautiful, and the encouragement of creativity. We provide opportunities to develop a vision of justice, freedom, truth, and wisdom to implement American democratic ideals in our rapidly changing society. The values of peace, love, and respect for others are vital if we are to bear fruit for the kingdom.**

**Through frequent participation in the Eucharistic celebration, daily prayer, and other liturgical services, we foster opportunities for our students to be molded and fashioned into His very likeness.**

**The experience of Christian community leads naturally to service. The school endeavors to serve by prayer, worship, and participation in activities promoting social justice. The students, according to their age levels and abilities, are encouraged to participate in service projects throughout the year.**

**The faculty of St. Mary's Assumption School adheres to a traditional view of education and places great emphasis on the teaching of basic skills. The development of these skills, which is the foundation to all higher learning, is an overriding commitment. We believe these**

**skills to be reading, writing, listening, mathematics, verbal expression, science, social studies, study habits, and critical thinking. These areas must be taught according to the school's written curriculum, which provides a continuum of experiences from preschool through grade 8. Skills are monitored by various methods: standardized tests, teacher-made tests, and projects. Remediation is provided as needed by the classroom teachers and by various auxiliary services.**

**In order to meet the varying needs of all the students, St. Mary's uses a method of whole class learning and some grouping techniques. Unique to St. Mary's Assumption School is our Learning Centers that provide for small group instruction in the areas of math, reading, and listening skills.**

**St. Mary's Assumption School is obligated to meet all the educational and administrative regulations of the Commonwealth of Pennsylvania and the Diocese of Scranton. This philosophy is all-encompassing in scope and reflects the ideals of the academic and civic community that it serves.**

***ST. MARY'S ASSUMPTION SCHOOL IS FULLY ACCREDITED BY  
THE MIDDLE STATES COMMISSION ON ELEMENTARY SCHOOLS***

***First Accreditation: 1989-90***

***Reaccreditation: 1999-2000***

## ***CURRICULUM***

### **RELIGION**

The religious education program is geared to help the teacher implant in the child the fundamental religious attitudes toward God, others, and themselves. It aims to explore and deepen the true significance of Christian living.

Three themes that carry through all religious education are prayer, participation in the Sacred Liturgy, and familiarity with the Bible. The curriculum also provides the student with an understanding and appreciation of Mary and her role in salvation.

Once a week and on special feasts and seasons in the Church Year, the entire school family celebrates the Liturgy together.

The second grade curriculum includes preparation for the sacraments of Reconciliation and Eucharist for the first time. Parent meetings are held prior to the children's reception of these sacraments.

Retreats are provided for grades 2 and 8.

The opportunity for the reception of the sacrament of Reconciliation is offered to all students in grades 2-8 during Advent and Lent.

In the spirit of the Gospel and school mission statement students are encouraged to participate in service projects in the school, church, and community.

### **SCIENCE**

The purpose of the science program is to awaken within each child an awareness and deep appreciation of the world and the universe.

Education in the sciences presents basic scientific concepts and processes, develops personal environmental attitudes and values, applies scientific principles through hands-on activities, allows interactive science technology, helps in understanding the use of scientific methodology and leads to an appreciation of all living things. The curriculum likewise provides for effective instruction in the areas of human growth, development, health, and nutrition.

An innovative program called "Windows on Science" is available to the classes for enhancement of a lesson, as well as the utilization of experimentation materials.

## **LANGUAGE ARTS**

The language arts program encompasses the areas of English, reading, spelling, vocabulary, handwriting, and composition. The curriculum aims at helping each child develop the skills of listening, understanding, speaking, reading, and writing. Time allotments for language arts will vary according to grade level.

Keyboarding and word processing in the computer lab that is available to Grades 1- 8 is a help in the area of computer skills and language development.

### **1. *English* -**

In the Primary Grades, sentence development, introduction to poetry and rhyme, basic study of simple parts of speech, and introduction to letter writing are taught.

At the Intermediate and Junior High levels, students proceed to an in-depth study of grammar, mechanics, and usage.

### **2. *Reading* -**

Through a variety of teaching methods, the reading program endeavors to develop each child's level of performance with room for enrichment and reinforcement work according to need. The core skill strands of the program, vocabulary, comprehension, and decoding are systematically and sequentially developed. Reading tapes, computer disks and CD's, SRA labs, and other listening skill activities used in the classrooms and learning centers are a means of strengthening the basic skills taught.

Reading instruction is based on whole class instruction and the use of guided reading groups among students. In this way students are given opportunities to advance while also remaining a part of the whole class.

Reading instruction at the 7th and 8th grade levels is a study of literature. A textbook is used as well as classics for study purposes.

Students in grades 3-7 will receive a summer reading list of books to be read.

### **3. *Spelling/Vocabulary* -**

The spelling/vocabulary program is a continuous one. Since spelling is essential to good writing, it does not remain only in the formal lesson but rather applies to every subject area. Grades 1 - 3 use a spelling book while grades 4-8 use a vocabulary study book. Vocabulary development is essential to this part of the curriculum and helps to prepare the students for standardized tests.

#### **4. *Handwriting* -**

In each grade handwriting is a very real part of the curriculum. The skills are applied to all written work. Proper handwriting skills are formally taught in grades K-3. The upper grades use handwriting as a supplemental tool.

Sloppy work done in school as well as at home is unacceptable. Homework assignments done on loose-leaf paper must be neat and on tablet paper. Ragged edged papers will not be accepted.

#### **5. *Composition* -**

Each homeroom teacher is responsible for composition writing. This is done according to each classroom teacher's schedule. Both the content and mechanics of writing are emphasized.

### **MATHEMATICS**

In the area of mathematics, emphasis is placed on mastery of basic facts that are presented in sequential order. A complete understanding of the four operations of real numbers is thoroughly developed.

Stress is placed on accuracy and comprehension of all mathematical concepts that are vital to success in this subject.

#### ***Mathematics Curriculum Offerings for Grades 7 & 8***

##### **Grade 7:**

- 1.) All students in grade 7 must take the diocesan general math curriculum taught by the school's math teacher.
- 2.) Students in grade 7 are given the opportunity to take an introduction to Pre-Algebra on Tuesday and Thursday before school from 7:30-8:10 A.M. taught by a qualified math teacher. The children receive a grade on their report cards for their progress in this course.

The qualifications for entrance into this course are:

- A) 80<sup>th</sup> percentile or above on the math section of the standardized tests for grades 4-6.

**AS WELL AS...**

- B) A B or above average in math on the report card for grades 4,5,6**

**AS WELL AS...**

- C) Math teacher recommendation from grades 4,5,6**

**AS WELL AS...**

- D) A fee of \$100**

**AS WELL AS...**

- E) A minimum of four students is necessary to conduct this class.**

**Grade 8:**

- 1) All students in grade 8 must take the diocesan general math curriculum taught by the school's math teacher.
- 2) All students in grade 8 are offered the opportunity to take the math test at Seton Catholic High School to determine if they qualify for Seton's Algebra class taught by Seton's math teacher. Seton Catholic notifies the school and the student's family if a child qualifies for the course. This course is held at Seton Catholic High School on Monday-Thursday from 7:30-8:10 A.M. It is the responsibility of the parents to transport students to Seton. After class students walk from Seton to St. Mary's for their regular academic classes. There is a fee of \$150 for those eligible for this course. Students who enroll at Seton the next fall will have this amount credited to their tuition.
- 3) St. Mary's Assumption School offers an "Introduction to Algebra" course to any student in eighth grade not qualifying for the Seton course. This class is held on Monday, Wednesday, and Friday from 7:30-8:10 AM. There is a fee of \$125 for this course at St. Mary's Assumption. This course will prepare the students for high school algebra.
- 4) A minimum of six students is necessary to conduct this class. This grade will appear on the student's report card.

Opportunities for enrichment and reinforcement for all students are provided through technology and learning centers.

## **SOCIAL STUDIES**

The social studies curriculum is comprised of history, geography, civics, and sociology with emphasis placed on map study and current events. The students learn to contribute their maximum effort to the improvement of group living at home, in school, in the community, in our nation, and eventually in the world. It is expected that they will acquire a greater appreciation of the past, gain a better understanding of the present, and learn how to move wisely into the future according to Christian principles.

## **MUSIC**

The goal of the music program at St. Mary's Assumption School is two-fold. It aims at developing an understanding and appreciation for the art of music and its relevance to human life. It also uses music as an expression of religious faith and a means by which one can grow in the faith.

A weekly music period is scheduled for each grade and taught by a music specialist. Cultural enrichment programs are presented throughout the year and cultural events are attended by the students when available.

## **ART**

The goal of the art program is to contribute to the aesthetic growth of the students. It likewise develops a sensory awareness in the child and combines and organizes media in a creative way.

An art period, taught by the classroom teacher or on special occasions by parents conducting an arts and craft period, is scheduled each week.

## **PHYSICAL EDUCATION**

St. Mary's Assumption School concerns itself with educating the whole child; therefore, a well-planned physical education program is included in our curriculum. Each grade has one gym period per week. During this time individual and team games are stressed with major emphasis on skill development and sportsmanship.

Along with the gym period, St. Mary's boys' and girls' basketball teams and cheerleading add extra-curricular opportunities for all who wish to participate.

## **COMPUTER EDUCATION**

Students have the opportunity of computer class every week in addition to availability of computers in all classrooms.

Students in grades 1-8 are instructed in Word Processing and Keyboarding skills during their weekly scheduled computer class.

Available software in all subject areas is assigned as either reinforcement or enrichment of the subject taught.

All computers are connected to the Internet and provide a tool for research.

A full time computer aide assigns the work in conjunction with the classroom teachers and is available to instruct and help students with the work assigned.

## **LIBRARY**

Library time is assigned to all grades K-8. The pre-school program has its own classroom library for their purposes.

St. Mary's Library consists of two rooms: a primary library for grades K-3 and an upper level library for grades 4-8. Both libraries are monitored by a librarian/aide for the benefit of the children.

All grades have access to the library each week at a scheduled time. The cost of damaged or lost books must be taken care of by the child. An overdue fee is also charged for books not returned on time.

## **LEARNING CENTERS**

The concept of the learning centers permits the classroom teacher to instruct in small groups. By alternating periods of teacher instruction with individualized work in the centers, students have the opportunity for more intense learning.

Student performance, application, and self-motivation in these centers are of vital importance to the progress of each child.

Each learning center (Primary and Intermediate) is equipped with a teacher/aide to assist the children with reinforcement work and advancement of skills. The intermediate center is primarily used for math enhancement and reinforcement. The primary center is used to develop listening skills, as well as, reading and math skills.

All materials used in the learning centers are either reinforcement or enrichment. While a particular activity may flow directly from a class period, it is designed to strengthen basic skills that will aid the student in a particular subject area.

All work done in the learning centers is scored by the learning center teacher/aide and teachers are informed as to the progress of the students.

### **CO-CURRICULA OFFERINGS**

St. Mary's Assumption School offers "An Introduction to Spanish" Course and "An Introduction to Latin" Course twice a week after school for those seventh and eighth graders who wish to participate. There is a fee of \$100 for each course.

### **SCHOOL ORGANIZATION**

St. Mary's Assumption School utilizes an organizational plan which makes possible a better approach to the varying needs of the students. It adjusts teaching and administrative procedures to meet the differing social, mental, and physical capacities among children, thus allowing for more teachable groups and an improved learning situation for each child.

Our methods include whole class instruction as well as some small group instruction that is conducted through our Learning Centers. Learning Centers are provided for the primary grades to help with reading, listening skills, and math skills in small groups. Grades 4 and 5 are also provided with a Learning Center for math. Departmentalization occurs within grades 1-3, 4-5, and 6-8.

St. Mary's Assumption School is a part of the Region 7 Catholic Schools. Region 7 is comprised of Seton Catholic High School, St. Mary's Assumption School, Sacred Heart School, Holy Rosary School, and Wyoming Area Catholic School under the direction the Administrative Board of Region 7 and the Board of Pastors. Although our schools are self-sufficient in most areas, we are joined in a central finance office of Region 7 at Seton Catholic.

### **KINDERGARTEN**

A Kindergarten program is established for children 5 years of age by September 1. The full day Kindergarten program at St. Mary's Assumption provides a complete curriculum of reading, writing, math, religion, science, social studies, and phonics. In addition the children enjoy classes in gym

computer skills, music, library, and play time. Through the curriculum and daily activities, there is opportunity for development of social, motor, and academic skills.

The Kindergarten program has a full time aide. Kindergarten is located in the Annex to St. Mary's School on Church Street. The children have access to all activities in the main school building.

### **ST. MARY'S EARLY CHILDHOOD LEARNING CENTER**

St. Mary's Early Childhood Learning Center established in 1996 offers a wide variety of resources and instructional materials that allow for creative, hands-on, effective learning experiences. Large room size allows for various learning centers in the classroom. The group size and ratio of teacher/aides to children enables individualized and age-appropriate instruction and activity. Its main function is to teach socialization skills and the early stages of learning through hands-on experience.

St. Mary's preschool program is housed at 535 North Main St. in the lower level of the Rectory building. The preschool program is conducted for both 3 and 4 year old children. The learning program is a thematic approach program providing the children with basic learning patterns, song, dance, math, alphabet, sharing sessions, story time, snack time, and playtime.

The three (3) year old program consists of:

- Two days a week program on Tuesday and Thursday
- Option of morning session – 8:15-10:45
- OR
- Option of afternoon session – 11:45-2:15

The four (4) year old program consists of:

- Three days a week program on Monday, Wednesday, Friday
- Option of morning session – 8:15-11:15
- OR
- Option of full day session – 8:15-2:15

## **PARENTS AS PRIMARY EDUCATORS**

Parents have begun their child's education in infancy. St. Mary's Assumption School is an extension of this process. The entire faculty has dedicated itself to the education of students entrusted to them, thus becoming partners with the parents during these formative years while preparing them for the future. How well they benefit from St. Mary's educational program depends on their willingness to learn, their attitude, and their eagerness to cooperate.

It is very important that there be complete unity in authority between the teacher and the parent. It is also essential to withhold judgment on what appears to be a grievance until all the facts are known.

Parents are asked to keep in mind the following:

- ❖ Get the facts from the proper person, not other parents.
- ❖ Classroom teachers appreciate phone calls FIRST.
- ❖ Discuss the problem with the teacher as soon as possible.
- ❖ Contact the principal if there are any questions or misunderstandings before the problem gets out of hand.

This procedure is stressed because in most cases, the problem can be resolved with little difficulty.

One of the goals in education is to teach children to be responsible, a trait needed during the years ahead. A few suggestions are:

- Children are responsible for their homework. This includes bringing home their assignments and necessary books.
- Children are responsible for taking care of their textbooks, making sure they are covered and not marked up in any way.
- Children should learn the value of money so that they look for articles of clothing or books that they have lost, and be aware of the fact that paper, books, food, etc. cost money.

## **1. Directory Information**

### **Grades K-8**

St. Mary's Assumption School  
41 Carroll Street  
Pittston, PA 18640

School telephone: 654-8313  
School fax: 654-7052  
Convent phone: 655-9973  
Rectory phone: 654-0263  
Web Page: [www.SMA-Pittston.org/](http://www.SMA-Pittston.org/)

### **Pre-School – ages 3 & 4**

St. Mary's Early Childhood Learning Center  
535 North Main Street  
Pittston, PA 18640-2244

Pre-school telephone: 654-8188

### **Region 7 Catholic Schools Finance Office**

37 William St.  
Pittston, PA 18640

Telephone: 654-4831, ext. 1010

## **2. School Personnel**

Pastor/School Administrator

Principal

10 Full time teachers: Grades Pre-K-8

1 full time School Secretary

1 part time School Secretary/Upper Library Aide

1 Pre-School Aide

1 Kindergarten Aide

1 Computer Aide

1 Physical Education Teacher

1 Intermediate Learning Center Aide/Teacher

1 Primary Learning Center Aide/Lower Library Aide

1 Maintenance Manager

### **Services from the Intermediate Unit (I.U.18)**

School Nurse (From Pittston Area School District)  
Speech Therapist  
Remedial Reading  
Remedial Math  
Hearing Specialist  
Vision Specialist  
Occupational Therapist

### **3. ATTENDANCE**

In accordance with Diocesan Policy and School Laws of Pennsylvania, regular attendance is mandatory so that the goals and objectives of the curriculum are achieved.

St. Mary's Assumption School is in session 180 days each year. Since St. Mary's is located within the Pittston Area School District, the school calendar and length of the school day are determined by that district with the exception of Holy Days and Diocesan In-Service Days.

There are three circumstances approved by the diocese as **excused** absences: medical (doctor's excuse required after five consecutive days), death in family, and family emergency.

### **4. ABSENCE**

It is the duty of the parents or guardian to inform school personnel on the first day of the child's absence. Please call the school office (654-8313) by 8:30 AM to report and give the reason for the absence and to arrange for any missed work to be sent home or picked up at the end of the day.

A **written excuse**, explaining the reason for the absence and signed by the parent or guardian, **must be presented upon return to school. If the child fails to bring a written excuse, the parent/guardian will be contacted by the principal/designee.**

All written excuses will be kept on file for one year.

## **5. ABSENCES - PERSISTENT**

Persistent absences may cause serious academic problems and result in the retention of the individual student. The principal and teacher(s) will review each case individually before a decision is made.

When absences within a given school year exceed 35 days, the student's case will be referred to the truant officer of the student's home school district for further investigation.

Should a student need to take an extended leave due to illness, it is the parent/guardian's responsibility to apply for a homebound teacher. Instructions for the application process for homebound services may be obtained through the school office. (654-8313)

Vacations during school hours are highly discouraged; therefore, absences due to family vacations will be noted as **unexcused** absences. Teachers are not expected to provide "keep up" work for students while on vacation. Students are expected to complete all missed assignments upon their return to school.

## **6. ADMISSION POLICY**

St. Mary's Assumption School admits students regardless of race, sex, religion, national origin, age (in accordance with Pittston Area School District Law), and handicapped condition (if, with reasonable accommodations on the part of the school, the handicapped person could be accommodated).

Students who desire an education founded on the Catholic philosophy of St. Mary's Assumption School and who fulfill the age, academic, and health requirements are eligible for admission to St. Mary's. With each admission there is a non-refundable registration fee and Student Activity Fee.

- a) **Pre-School** – Those who wish to attend St. Mary's Early Childhood Learning Center may enquire at any time. Registration for three and four-year old classes is held in March. Notification will appear in the newspaper, and others may receive phone calls or letters. In keeping with our policy of Kindergarten registration that children are five by Sept. 1, the same will be true for those

entering pre-school. The children should be 3 and 4 respectively by Sept. 1.

- b) **Kindergarten** - Those who enter our Kindergarten must be five (5) years of age by September 1. Kindergarten registration takes place in February of each year. Phone calls are made, letters are sent, and newspaper announcements are published for the convenience of those families who have children ready for Kindergarten.

The policy for accepting families into our Kindergarten is as follows:

- Parishioners of St. Mary's Assumption and Help of Christians Churches
  - Brothers and sisters of students already in our school
  - Families from Region 7 parishes
  - Families from non-subsidizing parishes or non-Catholics (These families are expected to pay the tuition plus the subsidy portion paid by the parishes)
- c) **Grades 1-8** – For those wishing to transfer to St. Mary's Assumption School from other schools, it is necessary to contact the principal for an appointment. It is imperative that the principal meet with the parents and student who is transferring before the process of transferring is begun.

Once a student is registered in St. Mary's Assumption School, the parents and students are required to sign an agreement to abide by the school policies and handbook regulations of the school.

## **7. ARRIVAL AND DISMISSAL**

Buses arrive between 7:35 and 8:00 AM. The area on Church St. in front of the Church and school must always be kept free of cars so that the buses may pull up for students. Walkers and car riders may also arrive during that time. However, cars should drive down Carroll St. and let their children off on the side playground for safety reasons. **DO NOT DROP OFF OR PICK UP CHILDREN IN THE MIDDLE OF CHURCH STREET HAVING CHILDREN CROSS THE STREET INTO ONCOMING TRAFFIC.**

In nice weather the children will be supervised on the playground until 8:00A.M. at which time the bell rings to enter the school. On days of inclement weather the children go directly into the school building.

Children should be in their classrooms between 8:00 and 8:10 to unpack and get ready for the day.

Our school day begins officially at 8:10A.M. Anyone arriving after that time is marked late.

**Dismissal** is at 2:20P.M. The first to be dismissed are the bus riders. This is followed by the car riders and walkers. You may park on Carroll St., in St. Casimir Church parking lot, or opposite the school on Church St. Please do not park in front of the school and church, as that area is reserved for buses from 2:00P.M. on.

## **8. APPOINTMENTS**

A written request from the parent or guardian is required for a student to leave school before the time of dismissal. The request must state clearly the reason for the early dismissal. The parent/guardian must report to the **school office** to sign out and to accompany the child out of the building.

Whenever possible, appointments should not be made during school hours. Students who arrive late because of early morning appointments will be marked late or as a half-day absence.

Students will never be released during the school day to go home for assignments, books, gym clothes, or be allowed to use the telephone for this purpose.

Regarding the release of a student to a parent having legal custody of a child, proper authorization must be on file in the school office.

## **9. BUS TRANSPORTATION**

Bus transportation is provided for students living in the Pittston, Wyoming, Wyoming Valley West, Wilkes-Barre, and Riverside Districts. Applications are completed each May for the following year.

Bus drivers are responsible for order on the buses. If a child presents a continuous problem, a referral slip is completed and given to the principal. The principal will contact the parents with a course of action to be taken. Should a child be referred three times, the bus company has the right to either temporarily or permanently suspend the student from riding the bus since this student is a possible danger for all other students riding the bus. Bus rules are made for the safety of all children riding the bus.

## **10. CALENDAR**

A monthly calendar stating coming events is distributed through the brown family envelope at the end of each month. An annual calendar is issued at the beginning of the new school year.

## **11. CARE OF BOOKS AND PERSONAL PROPERTY**

It is mandatory that each child have a durable book bag or back pack for carrying books to and from school. Textbooks are loaned to the students, and it is their responsibility for the proper care of them throughout the school year. All textbooks must be covered at all times. Book covers are available free through the school or for a fee in the school stationery store. If a book is lost or destroyed, payment for the same must be made to cover the cost of a new book. Although workbooks need not be covered, they should be cared for all the same.

All other personal items such as pencil cases, lunch box, backpacks, tablets, sweaters, sweat shirts, etc. **must be identified** with the student's name. Articles properly marked can be quickly returned to the owner.

Please do not bring anything of great personal value to school, as it may be taken or destroyed. The school is not responsible for damages to personal items. It is the individual's responsibility.

## **12. CHANGE OF ADDRESS/TELEPHONE/CELL NUMBER**

Parents are requested to notify the school immediately whenever there is a change of address, telephone, cell phone number, or other pertinent information. It is imperative that school records are correct and updated in case of emergency.

## **13. COMMUNICATION**

Written communications are sent home in the brown Family Envelope with the oldest student of each family every Thursday. Parents are requested

to take out the contents and read them carefully. Before returning the envelope the **NEXT DAY**, parents are asked to sign the envelope. Information that needs to be returned to school may be placed back in the envelope when returning it.

#### **14. DISCIPLINE PLAN**

Children cannot learn properly in an interrupted or disruptive atmosphere. The faculty and administration of St. Mary's Assumption School have designed a Discipline Plan in order to provide the best academic atmosphere in which the children may learn.

The following system for behavior has been designed for all levels. The children are responsible for their actions.

##### ***A. Check System for Misbehavior***

1. Students will receive checks for misbehavior.
2. Upon receiving a third behavior check the student will receive a behavior detention, automatically be off "Golden C's" for that marking period, and in the case of Grades 4-8, off the honor roll for that period.
3. If misbehavior continues, additional disciplinary action will follow.
4. Misbehavior during lunchtime will be dealt with accordingly.
5. ***Students will be held to the same standards of behavior at ALL SCHOOL RELATED FUNCTIONS.***

##### ***B. Behaviors Requiring Immediate Detention***

Behaviors that are in conflict with St. Mary's philosophy and mission statement warrant immediate detention.

The following actions by any student will warrant an immediate detention and loss of "Golden C's."

1. Cheating
2. Stealing
3. Verbal abuse of a teacher, aides, fellow students, and/or lunch supervisors
4. Inappropriate language
5. Arriving late to school five (5) times within a marking period

### ***C. Behaviors Serious in Nature***

Behaviors that are serious in nature, and could result in an “in” or “out” of school suspension, loss of “Golden C’s,” and honor roll, include the following:

1. Destruction of property
2. Physical abuse of anyone
3. Physical fighting
4. Stealing that is serious in nature
5. Possession of weapons or drugs (Police will be notified)
6. Verbal and/or sexual harassment of other students

Suspension and expulsion of a student is a serious matter that should not be taken lightly.

Upon immediate notification parents will be required to report to the school for a conference with the principal. If the police have been notified, then the parents must follow the recommendation of the authorities.

## **15. DRESS CODE**

All students are required to wear the regulation school uniform daily from grade K-8. The uniform policy will be enforced. At the third warning of a particular infringement, the child will receive a detention.

The school uniform consists of the following:

### **BOYS:**

- Khaki pants with belt (belt optional for Kindergarten)
- Long or short sleeve white shirt
- Plain navy blue tie
- Navy blue uniform sweater vest with school name embroidered on left
- Only plain white tee shirts may be worn under the uniform shirt
- All grades must wear white, navy blue, or khaki colored socks. Low cut ankle socks are only allowed on gym days with sneakers.
- When purchasing shoes, please consider your child’s safety. No open-toe or open-back sandals are permitted to ensure your child’s safety. Sneakers are only worn on gym days, unless a doctor’s or parent’s written excuse is presented in emergency situations.

## GIRLS:

### *Grades K-3*

- Plaid jumper or khaki pants with a belt
- White, short or long sleeve blouse, to be tucked in when wearing pants
- Navy blue sweater vest with school name embroidered on it when wearing pants.

### *Grades 4-8*

- Plaid skirt of modest length (no rolling of skirt)  
Or
- Khaki pants with belt
- White, short or long sleeve blouse, to be tucked in skirt or pants
- Navy blue sweater vest with school name embroidered on it
  
- **Only plain white tee shirts** may be worn under the uniform blouse
- All grades must wear white, navy blue, or khaki colored anklets, knee socks or tights
- **LOW CUT ANKLE SOCKS** are allowed only on **GYM** days with sneakers
- When purchasing shoes, please consider your child's safety. Heels should not exceed 1½ inches. **NO** clogs, open-toe or open-back sandals are permitted.
- Sneakers are only worn on gym days, unless a doctor's or parent's written excuse is presented in emergency situations.
- For uniform purposes, "khaki" is defined as the darker tan khaki, which can be purchased, as well as, all other uniform items, at Flynn & O'Hara Uniform Co. located outside the Sunshine Market on Rte. 315.
- **N.B. ANY KHAKI PANTS PURCHASED OUTSIDE OF FLYNN & O'HARA SHOULD MATCH THAT COLOR. NO LIGHT KHAKI COLOR PANTS ARE ACCEPTABLE.**

### Summer Uniform

The summer uniform for both boys and girls may be worn from April 1<sup>st</sup> through Oct. 31<sup>st</sup>. In the event of unseasonable weather an announcement will be made changing the date. The summer uniform is

completely optional. Children may wear their winter uniform all year round.

The summer uniform consists of the following:

- Dress khaki uniform shorts with belt (girls are cuffed, boys are not) no cargo shorts allowed.
- White golf shirts, tucked in, with the school name embroidered on it.
- Khaki pants may be worn instead of shorts with belts for both boys and girls.

### **Gym Uniform**

Gym classes are held on Wednesday of each week unless otherwise indicated. Children wear their gym clothes to school on that day. Any student not in proper gym clothing will not be permitted to participate in gym class. Gym uniforms must be worn to school on gym day even if your child has a doctor's note to excuse them from participating.

The school gym uniform consists of:

- Royal blue sweat pants, sweat shorts, sweat shirts, and T-shirts (T-shirts and sweat shirts must have the school name on front)
- During the time that summer uniforms are worn (April 1<sup>st</sup> through Oct. 31<sup>st</sup>) gym shorts may be worn to school on gym day.
- Gym uniforms can be purchased at Argo's sportswear located on Wyoming Ave. in Exeter or from USA Screen Printing located on Main St. in Pittston.
- Sneakers must be worn on designated gym day.

### **Hair, Jewelry, Makeup**

**Hair:** No designer/fad hairstyles are acceptable. No extreme hair coloring is allowed. Boys' hair may not be longer than the top of the collar of the uniform shirt or hang over their eyebrows. Both boys and girls must keep their hair neat, clean, and away from their faces so as not to interfere with learning. **No bandanas, dangling beads, or hair wraps are allowed.**

***Jewelry:*** Girls may wear one or two earrings in the ear lobes only. No dangling earrings are allowed to due safety issues. Boys may not wear earrings in school.

Students may wear:

- A wristwatch
- One or two finger rings
- Any chain with medal or cross must be worn under the blouse or shirt
- No choker necklaces, beads, hemp, etc. are allowed for either boys or girls.
- No tattoos are permitted
- No other jewelry is to be worn with the school or gym uniforms

***Nails and Makeup:*** Only clear or **VERY PALE** nail polish will be allowed for girls only. **No Makeup is allowed.**

## **16. DRUG ABUSE POLICY**

St. Mary's Assumption School recognizes that the abuse of drugs/ alcohol is a major health problem in our society today. St. Mary's primary responsibility is the Catholic education of students. Under the doctrine of ***In Loco Parentis*** the school is also charged with protecting the health and safety of its students. Alcohol/drug related activity could have detrimental effects on both the educational process and the well being of students and school personnel. It can interfere with the rights of students to learn and the ability of educators to do their jobs.

The widespread misuse of drugs has made it imperative that schools recognize the problem and work toward its solution. A program of education is provided at St. Mary's that will make the student aware of the personal danger involved in drug misuse and of his/her responsibility to contribute to the society in which he/she lives.

St. Mary's Assumption School prohibits the unlawful possession, distribution, or use of controlled substances or alcohol at school or at any school sponsored activity. Upon any infringement of the aforementioned parents and police will be contacted immediately. Any violation of the above is a major infraction of school policy and makes a student liable to dismissal.

Corrective action is important in providing an effective response to drug use. Both the interest of the school community and welfare of the student require firm, fair, and consistent disciplinary procedures. The school's approach is one of providing incentives for the drug user to change his/her behavior into productive patterns, protecting the school community, and discouraging the violation of the law. Therefore, the student and his/her family shall cooperate fully with any therapeutic measures that the administration deems necessary to help the individual. A family that refuses to cooperate with the school's program of assistance shall be required to withdraw their child from the school.

All staff members, administrators, and Diocesan personnel involved in such circumstances are obligated to guard the confidentiality of the student.

## **17. EMERGENCY PROCEDURES**

When a child becomes ill in school, the school will be responsible for notifying the parents or guardians. It is the parent/guardian's responsibility to see that the student is taken from the school and given proper care or to advise the school how the child is to be cared for.

**No medication** will be administered without the expressed written permission from the parent/guardian. Each parent/guardian is required to complete an emergency card, which is kept on file in the office, detailing specific emergency medical needs for each student.

A designated staff member administers all medications in the school office. Students may not carry medication on their person. The only exception is the student who carries an inhaler for asthma.

**Students do not call** their parents when ill; this is done by office personnel. The principal must be notified before any child leaves school. Parents/guardians must come to the office to pick up their child and sign them out.

## **18. EMERGENCY SCHOOL CLOSING**

When school is closed due to inclement weather or some other emergency, St. Mary's Assumption School follows the Pittston Area School District schedule as posted on the television or radio. It will **not** say: "St. Mary's Assumption School". Closings and delays will be announced over

the radio station WARM or on all our local television stations as “Pittston Area School District closed or delayed”

In the case of early dismissals, please be very careful to follow “Pittston Area **High School**” dismissal time – **not** Pittston Area Elementary School schedule. In the case of early dismissals, please review a plan with your family and children as to who will pick them up and where the children will go. Please do not wait until the early dismissal occurs and then have your child fearful of what they are supposed to do.

## **19. FIELD TRIPS**

Field trips must be of an educational nature. These trips should be well planned and in accord with Diocesan regulations. After the approval of the principal, parents are given information about the trip. The choice of place is the decision of the classroom teacher. Permission slips must be signed by the parents and returned to the teacher prior to the day of the trip. Adequate supervision will be provided. Parents may be asked to act as chaperones.

Field trips are paid for by the parents. Fundraisers are not conducted for the purpose of field trips with the exception of the 8<sup>th</sup> grade trips. These fundraisers are used to cover the cost of the students; parents are required to pay their way.

Field trips are privileges given to students. Any student failing to meet academic and/or behavioral requirements may be denied participation.

## **20. GOLDEN C’S**

The faculty of St. Mary’s Assumption School believes firmly that regardless of intellectual ability and innate gifts, each child should experience success as he/she strives to do his/her best in school. A type of honor roll known as the Golden C’s recognizes all students who are consistent in their Courtesy, Cooperation, and Conduct during a marking period. Students are given recognition for this honor as an incentive to continue to strive toward the values of Christianity, the foundation of a Catholic School.

Students who are awarded this honor each marking period will receive a certificate of honor and their names will be listed in the local newspaper. (Refer to Discipline Plan, #14, regarding the loss of Golden C’s.)

## **21. GRADUATION**

***Preschool 4 year old:*** Our four-year-old preschoolers hold a small graduation ceremony upon completion of their 4-year-old program. It is held in the auditorium of St. Mary's Help of Christians Church on a date set by administration, and it is followed by a small reception for children and family.

***Kindergarten Graduation:*** Traditionally, our Kindergarten class also has a small graduation ceremony and program at the end of each year on a date set by the administration. This ceremony is held in the school gym. It is followed by a small reception for children and family.

***Grade 8 Graduation:*** The completion of an elementary education is a milestone in a student's life. It is the commencement of his/her higher educational experience and academic pursuits. Graduation in 8<sup>th</sup> grade, held on an evening close to the last day of school, is to be simple and dignified. The commencement exercises are to be held within a Liturgy in the church. Diplomas and awards are given at this time. A simple reception follows in the school gym for all present.

## **22. HARASSMENT**

St. Mary's Assumption School affirms the inherent value of every individual and upholds the respect due to each person as a child of God. Therefore, St. Mary's believes that every student has the right to learn in an environment free from any form of physical, psychological, sexual, or verbal harassment. Accordingly, the school strictly prohibits any form of harassment of or by school employers, employees, students, or volunteers.

If a student believes he or she has experienced some form of harassment, he or she should report it to the school principal. Prompt investigation of allegations of harassment will be made on a confidential basis by the most immediate administrative authority not involved in the allegation to determine the accuracy of the complaints. If the facts support a violation of this policy, appropriate action will be taken. Any student who engages in harassment is subject to discipline up to and including expulsion.

## **23. HEALTH SERVICES**

A school nurse is available to us through Pittston Area School District. Although she is not in our school on any given day, she is available to us upon request. The following is a summary of the medical services received by the students during the school year:

- |                             |                     |
|-----------------------------|---------------------|
| ▪ Height, weight and vision | Grades K-8          |
| ▪ Hearing test              | Grades K, 1,2,3,5,7 |
| ▪ Physical exams            | Grades 1 and 6      |
| ▪ Dental check-up           | Grades K, 1,3,7     |

Parents are contacted if there are any special medical problems or if a child becomes ill. Should the child have to go home, he/she will not be released until the parent or person authorized by the parent comes for the child. In the case of communicable diseases, a doctor's note must accompany the child upon returning to school. Any child who is on medication during school hours must follow the routine as outlined in article #31 on "medications" of this handbook. Parents must inform the school of any medical problems or allergies that their child may have. This can also be indicated on the child's "emergency card". All medications are administered in the school office. In case of serious emergency the school will call "911".

## **24. HOMEWORK**

Homework is an important part of the learning process. Assignments are given in order to reinforce and supplement the lessons presented in class. It is the responsibility of the parent to provide a quiet place, free from distraction of the TV, radio, and stereo CD's. Parental interest in supervising study and written assignments is essential for the complete success of the student. This is important, especially in the primary and middle grades, where study habits are being formed. Homework should be checked for neatness and completeness. Children should never be allowed to hand in work that is unfinished and/or carelessly done. This will result in consequences at the school level.

This supervision should decrease as the child gets older, and more independence should be encouraged at the junior high level of education. Each student should assume complete responsibility for his/her class participation and homework.

The average student should be able to complete assignments in a specified amount of time. The following are suggested time allotments:

|                         |  |
|-------------------------|--|
| <b>Grades 1 &amp; 2</b> | 20 to 30 minutes (except when studying for a test – more time is needed) |
| <b>Grades 3 &amp; 4</b> | 30 to 60 minutes (except when studying for a test – more time is needed) |
| <b>Grades 5 &amp; 6</b> | 50 to 80 minutes (except when studying for a test – more time is needed) |
| <b>Grades 7 &amp; 8</b> | 90 to 120 minutes (except when studying for a test- more time is needed) |

These time allotments are only suggestions. Students, teachers, and subject matter vary. Procedures differ according to the individual child and teacher, but play period is recommended either before or after homework time.

## **25. HOME AND SCHOOL ORGANIZATION (HSO)**

St. Mary's Assumption's Home and School Organization promotes open communication between school and home. It is comprised of every parent who has children in our school, and all teachers. Meetings are scheduled several times a year. The Home and School Organization is concerned with the vital function of supplementing the financial income of the school that can be used directly for the children. The members present at the final meeting vote for the Home and School Officers annually.

The HSO provides various educational programs for the children throughout the year. It also assists in the hospitality and social aspect of special occasions in the lives of the students.

The major fund-raiser of St. Mary's Assumption HSO is the annual Halloween Bonanza usually held on the Friday before Halloween from 1:00-

9:00P.M. This is a mandatory fund-raising event in which all families are required to participate. Eighty-percent (80%) of the money raised at this event is given directly to the school budget. The other 20% is used to provide educational programs for the children as well as help to supplement any improvements to or needs of the school.

## **26. HOMEWORK DETENTION**

Failure to complete an assignment will result in consequences.

**Grades K-3:** The primary grade teachers give the children several warnings and reminders about homework before a punishment is given. It is important that the parents take the time to go through the children's homework assignments with them.

If a student consistently forgets homework assignments, then a detention may be given. At the primary level, students will serve an hour detention from 2:30 P.M. to 3:30 P.M. on either Tuesday or Thursday. Parents will receive notification of the detention

**Grades 4-5:** In the fourth and fifth grades, two (2) warnings per teacher (not per subject) per semester will be given. (Homework passes will be granted at the discretion of the teacher.) After a student uses his/her two (2) warnings, a detention will be given for every missed homework assignment thereafter. All detentions will be served from 2:30-3:30pm. On Tuesday or Thursday.

**Grades 6-8:** Each student in grades 6,7, & 8 receive two (2) warnings per marking period. All detentions will be served Tuesday or Thursday from 2:30-3:30p.m.

Homework passes may never be used on assignments such as:

- Projects
- Reports
- Research papers
- Any assignment that a teacher previously informed students that passes could not be used for that particular assignment.

Two detentions will result in loss of Golden C's and honor roll.

## **27. HONOR ROLL**

The honor roll applies only to grades 4-8. Students are awarded with academic honors if they fulfill the requirements expected with each report card. The honor roll, although published quarterly in the newspaper, is not recorded on the student's permanent record card. The criteria for the honor roll is as follows:

***Honors with Distinction:*** A's in every subject and a satisfactory mark in behavior and attitude areas on the report card.

***First Honors:*** B+ or above in all subject areas and a satisfactory mark in behavior and attitude areas on the report card.

***Second Honors:*** B or above in all subject areas and a satisfactory mark in behavior and attitude areas on the report card.

**Any U (unsatisfactory) or loss of Golden C's will keep a student off the Honor Roll for that marking period.**

## **28. INTERNET USE**

St. Mary's Assumption School is networked from the computer lab and Kindergarten through eighth grades. All rooms have access to the Internet. Although the school has a Sonic Wall that blocks unfavorable sites, students will be monitored while they access the Internet and computers. The Internet and computer usage is a privilege not a right. All parents, teachers and students must sign the "Agreement for the Use of Computers and Internet Access" form to be kept on file for the duration of time the student is in St. Mary's Assumption School. These forms will be sent home at the beginning of each year for new students. Please read the Diocesan "Acceptable Use Policy For Internet Access and Computer Resources" found in the Appendix, #527.

## **29. LUNCH PROGRAM**

The students of St. Mary's Assumption School have several options for lunch daily:

- They may bring their lunch from home each day.
- They may choose from the hot lunch menu provided in school. This is done on a six-week rotating menu schedule.
- They may order sandwiches, hoagies, etc. from a local deli that deals with the school. This may be purchased daily.
- They may purchase pizza on Tuesdays. This may be ordered also in a six-week cycle. All other orders must be in on Monday morning.
- Snacks (cookies, chips, pretzels, cheese doodles, etc.) may be purchased daily.
- Ice cream may be purchased on Tuesday.
- Government milk program is used in the school. Children have the option of white, skim, and chocolate milk. Milk must be ordered and paid for at the beginning of each year. Orange drink is not part of the government milk program but is available to the students at a different price.
- Other drinks and juices are available in the vending machines in the school.

The lunch period is monitored by the principal, a paid staff member, and parent volunteers. Parent volunteers are necessary in the lunchroom and on the playground. Parent volunteers in the lunchroom are responsible to set up trays, dish out food, clean trays afterward, wash tables between and after lunch periods, and clean food table and utensils.

The times of lunch periods run as follows:

|                    |                         |
|--------------------|-------------------------|
| <b>11:30-11:50</b> | Grades 1,3,5,7 - Lunch  |
|                    | Grades 2,4,6,8 - Recess |
| <b>11:50-12:10</b> | Grades 2,4,6,8 - Lunch  |
|                    | Grades 1,3,5,7 - Recess |

### **30. MARKING CODE**

Grades are based on tests, classroom work, learning center work, homework, and class participation. The following is the code used at St. Mary's Assumption School:

|    |             |
|----|-------------|
| A  | 95-100      |
| B+ | 90-94       |
| B  | 85-89       |
| C+ | 80-84       |
| C  | 75-79       |
| D  | 70-74       |
| F  | 69 or below |

C+ and above is considered average to very good work. A teacher may not find it necessary to send home a progress report if your child's best work is C+ or higher.

### **31. MEDICATIONS**

The Scranton Diocesan Catholic Schools recognize that parents have the primary responsibility for the health of their children. Although the diocese strongly recommends that medication be given at home, it realizes that the health of some children requires that they receive medications while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed.

- No medication (prescription or over the counter) may be administered to a student without the written permission of the parent.
- The physician must complete the prescription medication form. (Request from the school office)
- The parents must sign the consent form for prescription medications. (Request from the school office)
- Any medication to be given during the school hours must be delivered directly to the school office by a parent/guardian. The medication must be brought to the school in the original

pharmaceutically dispensed and properly labeled container. Consent form for prescription medication should be signed at this time.

- A prescription drug log will be kept for any child receiving prescription medication during school hours.
- All medication will be kept in an “out of reach” cabinet.
- No student may keep medication of any kind in his/her possession on the school premises unless he/she has submitted a note from the doctor stating the reason for an individual to retain a medication on his/her person
- Only the principal or principal designee may dispense medication in the office.

### **32. PARENT/TEACHER CONFERENCES**

Parent/ teacher conferences are held at the end of the first marking period on a mandatory basis. Report cards are not given to the students but are held and given to the parents at their scheduled conference time. At this time the student’s progress is discussed and special attention is given to his/her interest in school academics and social development.

A second scheduled parent/teacher conference will be optional at the end of the third marking period. Either the teacher or parent may request a conference.

A parent is welcome to meet with a teacher and/or principal at any time. Please call the office to make any appointments.

### **33. PROMOTION/RETENTION**

A major goal of education is to assist students to complete each academic year satisfactorily. The final decision to promote or retain a student should be made on an overall evaluation of the academic school year, keeping in mind the good of the individual student.

Parents will be kept informed about the inability of pupils to progress satisfactorily. If in the teacher’s professional judgment retention is necessary, the principal will be notified immediately and arrangements made for a conference with the parents by the end of the second quarter of the school year regarding possible retention. Students who have not achieved sufficient mastery of curricula should not be promoted to the next grade.

In the event that the parents request promotion over the advice of the professional staff, parents will be required to sign a statement that they realize that the promotion is against the professional advice of the staff.

If a child fails a major subject for the year, he/she will be required to be tutored during the summer and pass a proficiency exam administered by the classroom teacher before returning to school. If summer school is available for that grade level, then a child failing major subjects will be required to attend summer school.

### **34. REWARDS**

Completing homework assignments is part of the learning process. It is the responsibility of the student. Rewards for an expected behavior should be “few and far between”. It is acceptable however, on very special occasions for a teacher to reward students or “surprise” them with a “gift” or “homework pass”. This should be done on very rare occasions.

Homework passes may never be used on assignments such as:

- Reports
- Projects
- Research papers
- Any assignment a teacher previously informed students that passes could not be used for that particular assignment.

Other rewards could include:

- Lunch with the principal
- A special lunch with the teacher
- A certificate marking the rewarded behavior
- The Honor Roll (for academics)
- The Golden C's (for Courtesy, cooperation, Conduct)

### **35. SCHOOL ADVISORY COUNCIL**

St. Mary's Assumption School Advisory Council is consultative in the following sense: the members cannot act apart from the pastor and the principal. The Council may submit recommendations to the pastor and principal for consideration but cannot make decisions binding the school without the approval of the pastor and the principal. The pastor in accord with diocesan policy establishes the Council.

The areas in which the Council has responsibility and will be consulted are:

- Establishing a mission statement, goals, future strategic plans.
- Recommending policies that give general direction for administrative action.
- Developing plans/means to finance the educational programs including tuition, development, and fundraising plans; to allocate resources according to a budget; and to monitor the implementation of those plans.
- Determine whether council's goals are being met – (not evaluating staff members, administrators or students) and determining the Council's own effectiveness.

The pastor shall appoint the members of the Council and vacancies on the Council shall be filled in the same manner. The Council meets several times a year, and members serve a term of three years. The Council members represent the various groups involved in the school and parishes.

### **36. SCHOOL PHOTOGRAPHS**

Once a year a school photographer takes individual and class pictures. Parents will be notified ahead of time and children need not wear uniforms for this occasion. The school will follow the procedures of the photograph company it is dealing with at the time. When not wearing a uniform the children should dress modestly and be cognizant of safety issues with jewelry and shoes.

### **37. SCHOOL SUPPLIES**

The students of St. Mary's Assumption School receive their "start up" supplies at the beginning of each year. These have already been paid for in your Student Activity Fee. Anything extra, which teachers may suggest, the students must purchase on their own.

When needed, supplies can be purchased in our school stationery store before classes begin each morning. After 8:20 A.M. students will not be sent to the office for supplies, except in emergency cases.

### 38. **SPORTS PROGRAM**

The education of students at St. Mary's Assumption holds priority over sports. Our sports program consists of basketball for boys in grades 3-8; basketball for girls in grades 4-8; and cheerleading for girls in grades 3-8. Each year the students have the opportunity to sign up for these sports opportunities. There are academic and behavioral responsibilities on the part of the students once they join the sports program.

#### ***Student Responsibilities:***

- If a student fails to complete homework, class work, or is disruptive during school hours within reason of it interrupting their education, he/she will be reported to the coaches and a probation period or removal from the team will follow.
- Any student receiving 2 or more F's on a report card will not be permitted to participate in the sports program until the grades improve.
- One F or several D's on a report card will result in a probation period during which the students may participate. However, if grades do not improve, the student will be removed from the team. Improvement must take place within 4 weeks after report cards are issued. Only one probationary period is given per student.
- Students who are repeatedly in detention for disciplinary reasons or for not completing homework assignments may be temporarily or permanently removed from the team or cheerleading squad.
- A student may be "benched" for one game due to misconduct or disciplinary referrals. If this is the case, the student must attend the game and be seated with the players in regular clothing – not the sports uniform.
- Students who are absent from practice more than once may not participate in the next game.
- All absences should be called into the coach – not the school or principal.
- If the student misses three practices without proper excuses, the student will be asked to leave the team.

- Students **may not use the telephone** in the school during practices except in the case of an emergency.
- All students are responsible for the upkeep and cleanliness of the sports uniform. Washing instructions must be carefully followed. If the uniform is damaged in any way or lost, the student will be charged for a new uniform.
- A deposit of \$50 is required when a student receives his/her uniform. This will be returned at the end of the season when the uniform is returned.
- Students must have respect for coaches, officials, and fellow players during a game.
- Students must show respect for property at all games both at home and away.
- Unacceptable language and gestures will not be tolerated.
- Students who are absent from school during the day due to illness may not attend practice or a game played that same day or evening.
- Girls may participate in both cheerleading and basketball; however, the students must maintain a B average in all subject areas as well as participate fully in both practices and game attendance.

***Athletic Association:***

St. Mary's Assumption Athletic Association provides extra-curricular activities that complement the academic program of the school. Parents are required to participate in the various functions if their child is a participant of the Sports Program.

Parents must attend the meetings and be involved with the responsibilities if they desire their children to be in the sports program. It is the responsibility of the parents in the Athletic Association to raise funds for the sports program to help defray the cost of equipment, uniforms, gym maintenance, etc.

Parents are also responsible for the running of the kitchen during games, cleanup after games, admission at the door, and overall order during the games.

An Athletic Director is appointed by the principal to manage the program throughout the year. The athletic director conducts the Athletic Association meetings, manages the schedule of fundraisers and events throughout the year, appoints chairpersons of events when necessary, and assists in all matters pertaining to the Sports Program.

The principal is the overall “head” of the Sports Program and follows the Scranton Diocesan Athletic Guidelines.

***Coaches:***

Coaches are volunteers who dedicate their time and love to the students. Coaches who do not abide by the laws of the Diocese or the philosophy of the school will be asked not to coach. It is the responsibility of the coach to have all clearances up-to-date with the school office. Without this, one may not coach. Coaches are asked to abide by the same regulations of respect for students, referees, and other coaches. Unacceptable language and gestures will not be tolerated. Coaches also have the responsibility of making sure the team leaves the school meeting area clean upon completion of both home and away games and at times of practice.

The Diocese of Scranton requires all coaches to attend the “Protecting God’s Children Program for Adults”. In addition all coaches must have Pennsylvania child abuse history clearance and criminal record check up-to-date and on file in the school.

Every team, no matter what the sport, wants to win. This is a healthy attitude but should not be the only attitude and means to a great sports program. St. Mary Assumption’s motto and attitude should be to have a great time, to show exceptional Christian behavior at all games, and to feel proud whether we win or lose. No coach should “coach” his/her team to lose -- however, at various levels of instruction in the game -- the drive should be to teach the children how to play the game, not necessarily to win.

At the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade levels for both boys and girls, it is the coaches’ responsibility to TEACH the game. Sportsmanship should be taught from the very start.

It is not the drive or the aim of St. Mary Assumption’s sports teams at this level to always win -- The children should be having fun. This is a difficult point to keep in mind for a coach.

Coaches who do not abide by this policy of St. Mary’s will be asked not to coach.

At the JV and Varsity level of sports, the “game plan” is to win but not at the expense of disrespect or poor sportsmanship to ourselves or another team.

***Sports Banquet:***

Each year a sports banquet is held either at the end of March or early April. The Association and the parents pay for the banquet. It may be held outside the school at a banquet hall if so desired. The 8th grade athletes are honored at the banquet with sports plaques. Trophies and/or awards of some kind are given to every participant in the school sports program.

**39. TARDINESS**

Any student (Grade 1-8) reporting to homeroom after 8:10 a.m. will be marked late. Five late slips received in a marking period will result in a detention. Excessive tardiness will be evaluated for further disciplinary action.

**40. TELEPHONE**

The telephone in the school office or kitchen may be used by the students in cases of sickness or an emergency situation with the permission of the school office staff or a teacher.

In order to help the students develop a sense of responsibility, they will not be permitted to use the telephone to request forgotten items.

**41. TESTING PROGRAM**

***Diocesan Testing:*** The diocesan standardized testing takes place in the fall. Beginning with the year 2004, students in grades 3,5,7 will be receive the CTB/McGraw- Hill Terra Nova Test. A cognitive abilities test, *In View*, will be administered in grades 3 and 7. Beginning in 2005-2006 students in grades 4,6,8 will be tested in reading and math using the CTB Terra Nova standardized testing.

***School Testing:*** Parents usually want to know how their child/children are doing academically. Going through your child's test papers that are brought home is a very good way to keep up with your child's progress. Although not all children respond well on a written test, we know that marking their academic progress is extremely important.

During “Back to School” night, the teachers will explain their policies for testing, signing of tests, collecting of tests, etc. In this way both the parent and the teacher are working together to help the students in the best way possible.

Parents are encouraged to call your child/children’s teacher to keep informed of their progress.

Progress reports will be sent home twice during a marking period if your child is having difficulty with a particular subject area. These will be mailed - not sent home with the children.

**We ask that parents please sign and return these progress reports to the teacher.** The students should bring the signed progress reports back to the teachers the next day. Again, in this way both parents and teachers are working together to help the student in the best way possible.

## **42. TRANSFER PROCEDURES**

All students transferring from St. Mary’s Assumption School should contact the school office prior to the date of transfer. The following information is necessary:

- Name, age and grade of child
- Reason for transfer
- New address, if transfer is due to change of residence
- Name and address of the school to be attended

Parents are required to sign a “Release Form.” This form gives us permission to send the student records to the new school. In order to prevent a situation of going in and out of schools at will the parent is also asked to sign an agreement that the student may not return to St. Mary’s Assumption School once he/she leaves. This is our standard procedure. The pastor and principal will be the final word for exceptions.

State law requires that medical records be transferred to the new school.

## **43. TUITION**

The amount of tuition is determined by the pastor and principal and approved by the Administrative Board of Region 7. Payments are due monthly or in three installments (August, November, March). Anyone

desiring to make full payment at the beginning of the school year is free to do so. Those who have special needs in making payments should make an appointment with the pastor and principal.

It may be determined in the near future to use a tuition collection program such as 'F.A.C.T.S.'

Tuition assistance is available to families in need through the Bishop's fund and the Diocese of Scranton Scholarship Foundation. Forms are available in the school office.

#### **44. VISITING THE SCHOOL**

Visitors/Parents are not permitted to go to the classrooms during the school day without first reporting to the school office.

*Telephone conversations* with the teachers are not permitted during class time. Parents requesting meetings with teachers must schedule them before or after school.

*Preschool and Kindergarten parents* should not be disrupting teachers during class time. If a message needs to be given, we ask that you leave the message with the office, and we will see that the teachers get it.

Family and friends are invited to visit the school to attend special events or assemblies.

#### **45. VOLUNTEERS**

Parents and volunteers are an integral part of the St. Mary's Assumption School family. We depend on volunteer help from parents who add to the learning environment and welfare of the children. Help is needed in various areas such as:

- Lunchroom
- Playground
- School fundraisers
- School activities
- Sports program
- Bonanza activities

The Diocese of Scranton requires all volunteers who work in the school to attend a training session called "Protecting God's Children Program for Adults" or the "VIRTUS" Program. In addition they must have state criminal record check clearance and child abuse history clearance. Call the office for details.

#### **46. WEAPONS POLICY**

A weapon of any type is not allowed within the school nor allowed to be brought onto the school property to any school sponsored activity. A weapon brought to school by a student, e.g. a gun of any nature, ammunition for a gun, or anything of a defensive or threatening nature such as, but not limited to, knives, clubs, mace, etc. is to be considered a very serious offense. Any student found in violation of this policy will be dealt with as follows:

1. Should an event occur, there would be an investigation of the circumstances with the student and all parties involved.
2. Parents will be notified and stress will be given to the seriousness of the event.
3. In accordance with the Pennsylvania Crime Code, section 912, the local police will be notified and the student will be immediately suspended into the custody of a parent or guardian. The Diocesan Superintendent will also be notified.
4. As a result of the investigation, the student may be liable to further disciplinary action and/or expulsion.

***The school reserves the right to alter, modify, and change the policies, procedures, herein at any time.***

**Diocese of Scranton – Office of Catholic Schools**

**St. Mary's Assumption School, Pittston**

**ACCEPTABLE USE POLICY  
for  
COMPUTING AND INTERNET ACCESS**

Please read the following carefully before signing this document. This is a legally binding document.

**SECTION ONE: GENERAL, COMPUTING POLICY**

**1) Acceptable Use**

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited:

- a) Applying for a user ID under false pretenses
- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)
- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- d) Attempts to evade or change resource quotas
- e) Use of facilities and/or services for commercial purposes
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration
- g) Copying programs purchased by you onto St. Mary's Assumption School computers and/or the network systems, without the express, written consent of St. Mary's Assumption School.

- h) Copying programs licensed to St. Mary's Assumption School for personal use.
- i) Abusing computer equipment.

## **2) Security**

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited:

- a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b) Decryption of system or user passwords
- c) Copying, deleting, or moving system files
- d) Deleting, examining, copying, or modifying files and/or data belonging to other users
- e) Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
- g) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- h) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

## **SECTION TWO: INTERNET ACCESS**

Internet access is now available to employees and students of St. Mary's Assumption School. This access is being offered as part of a collaborative project involving St. Mary's Assumption School and Adelphia Cable. We are pleased to bring this access to St. Mary's Assumption School and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at St. Mary's Assumption School by facilitating resource sharing, innovation and communication .

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. St. Mary's Assumption School and Adelphia Cable have taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, St. Mary's Assumption School and Adelphia Cable, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a St. Mary's Assumption School user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## INTERNET ACCESS - TERMS and CONDITIONS

### 1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of St. Mary's Assumption School. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) **NEVER** reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

### 2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a St. Mary's Assumption School faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of St. Mary's Assumption School has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts .

### **3) Network Etiquette**

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited, to the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages
- b) Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) All communications and information accessible via the network should be assumed to be private property.

### **4) Electronic Mail (E-Mail)**

Whenever you send electronic mail, your name and userID are included in each message. You are responsible for all electronic mail originating from your userID. Therefore:

- a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail

- c) The school/institution reserves the right to access E-mail to retrieve school/institution information and records. to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.
- f) Attempts to sending harassing, obscene and/or other threatening e-mail to another user is prohibited.
- g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.

## **5) Security**

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

## **6) Updating Your User Information**

If any information on your account changes, e.g., telephone number, location, home address. it is your responsibility to notify the system administrator.

## **7) Services**

St. Mary's Assumption School and Adelphia Cable make no warranties of any kind, whether expressed or implied, for the service it is providing. St. Mary's Assumption School and Adelphia Cable

will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. St. Mary's Assumption School and Adelpia Cable specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Adopted by St. Mary's Assumption School, Pittston, PA on August 27, 2002

*The Catholic Schools Office of the Diocese of Scranton would like to thank Bishop O'Reilly High School, Kingston, PA, the Luzerne Intermediate Unit #18, and the Diocese of Galveston-Houston for their assistance in developing this Acceptable Use Policy.*

*THIS "ACCEPTABLE USE POLICY", PARENT FORM, TEACHER FORM, AND STUDENT FORM MAY ALSO BE FOUND ON ST. MARY'S ASSUMPTION'S WEBSITE: [www.sma-pittston.org](http://www.sma-pittston.org)*

**FOR YOUR INFORMATION: St. Mary's Assumption School has a Sonic Wall in place to block any objectionable sites on the Internet.**

## APPLICATION FOR INTERNET ACCOUNT

Complete this page and return it along with the signature sheet to: **System Administrator**

**St. Mary's Assumption School**

**Pittston, PA 18640**

User's Full Name (please print) \_\_\_\_\_  
\_\_\_\_\_

Home Address \_\_\_\_\_  
\_\_\_\_\_

City/State/Zip \_\_\_\_\_  
\_\_\_\_\_

Home Telephone \_\_\_\_\_ Work Telephone \_\_\_\_\_

### CHECK ONE AND COMPLETE THE REQUESTED INFORMATION:

I am a student in grade \_\_\_\_\_

I am a teacher, I teach the following subject(s)/ grade(s): \_\_\_\_\_  
\_\_\_\_\_

I am an administrator working as \_\_\_\_\_  
\_\_\_\_\_

I am an employee working as \_\_\_\_\_  
\_\_\_\_\_

I am a Parent/Volunteer working as \_\_\_\_\_  
\_\_\_\_\_

I am a member of the Advisory Board/Board of Pastors at \_\_\_\_\_  
\_\_\_\_\_

When your account is established, you will be notified of your *login* name and user password. Thank you for your interest and support of this exciting new resource at St. Mary's Assumption School.

**St. Mary's Assumption School**  
**Agreement for the Use of**  
**Computers and Telecommunications**  
***Parental Consent Form***

St. Mary's Assumption School has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available thorough the use of educational software and telecommunications. However, parents and guardians are warned that St. Mary's Assumption *School* and the Diocese of Scranton do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, St. Mary's Assumption *School supports* and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at St. Mary's Assumption *School*.

2. Check one:

[  ] I hereby consent to the student having access to, and use of, the telecommunications resources at St. Mary's Assumption School, I also hereby indemnify and hold harmless The Diocese of Scranton and St. Mary's Assumption School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

[  ] I do not consent to the student having access to, or use of, the telecommunications resources at St. Mary's Assumption School.

3. Check one:

[  ] I would allow my child's picture to be placed on the school's Web Site when needed.

[  ] I would NOT allow my child's picture to be placed on the school's Web Site at any time.

Parent's/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian (Please Print)\_\_\_\_\_

Name of Student (Please Print)\_\_\_\_\_

Street Address\_\_\_\_\_

City/State/Zip\_\_\_\_\_

Home Phone\_\_\_\_\_ Office Phone\_\_\_\_\_

**St. Mary's Assumption School  
Agreement for the Use of  
Computers and Telecommunications**

***Faculty/Staff/Volunteer Form***

I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy"), I understand its significance, and I voluntarily agree to abide with all terms and conditions of it, imposed by the policy. I further understand that any violation of the policy or any applicable law or of this agreement would be unethical and might even constitute a criminal offense. Should I commit any such violation, I understand that my privileges will be revoked, and disciplinary action, and/or appropriate legal action may be taken. I also hereby indemnify and hold harmless The Diocese of Scranton and St. Mary's Assumption School from any claim or loss resulting from any infraction by me of the policy or any applicable law.

User's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of User (Please Print) \_\_\_\_\_  
\_\_\_\_\_

Job title or position \_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_

City/State/Zip \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Office Phone \_\_\_\_\_

**St. Mary's Assumption School  
Agreement for the Use of  
Computers and Telecommunications**

***Student Form***

I have read the Acceptable Use Policy for Computers and Telecommunications, I understand its significance, and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I choose to violate this agreement, my privileges will be revoked, and disciplinary action, and/or appropriate legal action may be taken.

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

Name of Student (Please Print) \_\_\_\_\_  
\_\_\_\_\_

Name of Parent/Guardian (Please Print) \_\_\_\_\_  
\_\_\_\_\_

Street Address \_\_\_\_\_  
\_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Parent's/Guardian's Office Phone \_\_\_\_\_  
\_\_\_\_\_

**SPONSORING TEACHER** (Must be signed if the applicant is a student.) I have read the Terms and Conditions of this agreement, the Acceptable Use Policy for Computing and Internet Access, and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher, I do agree to instruct the student on the acceptable use of the network and proper network etiquette.

Teacher Name (please print) \_\_\_\_\_  
\_\_\_\_\_

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_