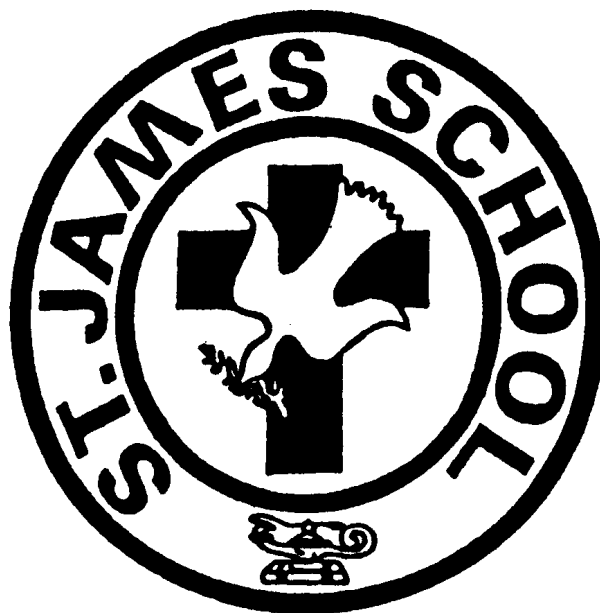


PARENT & STUDENT HANDBOOK/CALENDAR

2008 – 2009



“WHERE FAITH AND YOUNG MINDS FLOURISH”

ST. JAMES SCHOOL * 8412 WHITFIELD AVE. * SAVANNAH, GA. 912-355-3132
WEB SITE * sjcs-savannahga.org

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Schedule for Reconciliation/Eucharist

8/27/08	Sacramental mtg. for Grade 2 parents
1/12/09	Parent meeting for Reconciliation
2/23/09	First Reconciliation
3/25/09	Parent meeting Communion
3/28 & 3/29/09	Presentation of candidates at weekend Masses
4/25/09	Communion Retreat
5/02/09	First Communion

Schedule for Confirmation

8/27/09	Confirmation Parent Mtg.
10/22/09	Parent/Student Meeting w/ Covered Dish dinner
10/25 & 10/26	Presentation of candidates at 5:30, 9:00 & 11:30 masses
2/28/09	Confirmation Retreat
3/08/09	1 st choice of date
3/09/09	2 nd choice of date
3/22/09	3 rd choice of date

Phone Numbers

School Office	355-3132
Counselor's Office	356-3132
St. James Parish Office	355-1523
School Fax	355- 1996

Faculty and Staff

Rev. Mark Ross	Pastor
Rev. Stephen Pontzer	Associate Pastor
Sister Cecelia DiDonato	Principal
Mrs. Pam Dufraim	Asst. Principal
Mr. Rob Wright	Bookkeeper
Mrs. Mary Schroeder	Secretary
Mrs. Yvonne Gould	Receptionist
Mrs. Jennifer Cline	Counselor
Ms. Martha DeHaven	Pre-Kindergarten
Mrs. Diane Baker	Room K
Mrs. Linda Lee Brown	Room KA
Ms. Nancy Danforth	Room 1
Ms. Sarah Bagby	Room 1A
Mrs. Colette Sego	Room 2
Mr. John Bacsik	Room 2A
Mrs. Melissa Wells	Room 3

Ms. Michelle Flanders	Room 3A
Mrs. Karen Woods	Room 4
Sr. Rita Charles Smith	Room 4A
Mr. Patrick Kaiser	Room 5
Mrs. Amy Goette	Room 5A
Ms. Pam Melton	Room 6
Mrs. Barbara Golden	Room 6A
Mrs. Emily Cyr	Room 7
Sister Judith Geschke	Room 7A
Mrs. Sara Jane Imahori	Room 8
Mrs. Susan Dixon	Room 8A
Mrs. Linda Graham	Media Center
Mrs. Theresa Kaye	School Nurse
Mrs. Gilda DeMott	Resource
Mrs. Jeanne Willis	Resource/Finance
Sister Carolyn Bennet	Religion Coordinator
Sister Janet Regina	Sacraments & Admin.
Mr. Jamie Salas	Physical Education
Mrs. Awbrey Smith	Computer
Mr. Pelege Amazan	IT Administrator
Ms. Nancy Urcuhuaranga	Spanish
Mrs. Helen Murdock	Learning Support
Mrs. Peggy Johnson	Music
Mrs. Maureen Petrillo	Advanced Math
Mrs. Margaret Holland	Speech
Mrs. Tina Blackston	Art & Gr.2 Aide
Mr. Larry Kelly	Athletic Director
Mrs. Ali Atchison	Development
Mrs. Kathryn Sullivan	Pre-K Aide
Mrs. Lisa Adornata	Gr. K Aide
Mrs. Debbie Wilson	Gr. 1 Aide
Miss Mary Johnson	Gr. 3 Aide
Mrs. Lucille Viteritte	Gr. 2 Aide
Mrs. Miriam McCarthy	Gr. 3 Aide
Mrs. Sharon Gill	Gr. 4 & 5 Aide
Mrs. Alice Smithberg	Gr. 6 & 7Aide
Mrs. Margaret Schirm	Computer Aide

Mrs. Kathie Blount	Media Center Aide & Office
Mrs. Debbie Owen	Lunch Coordinator
Mrs. Helen Beddow	Choir
Mr. Richard Morgan	Maintenance
Mrs. Susie Ramirez	After School Care

Grading Scale
A = (94 – 100)
B = (86 – 93)
C = (77 – 85)
D = (70 – 76)
F = (below 70)

The principal is the final recourse and reserves the right to amend this handbook.

Mission Statement

St. James Catholic School assists parents in the education of their children and prepares its students to live a life centered in the gospel and the teachings of the Catholic Church.

Statement of Objectives

Believing that Catholic Education is a guiding force in the formation of young people, St. James Catholic School strives to attain its goals by:

- Affirming, assisting, and collaborating with parents in their role as the primary educators of their children.
- Fostering students' awareness of their own uniqueness as children of God.
- Developing students' awareness of the Gospel message and strengthening the faith community through Eucharistic liturgies, prayer services, and sacramental celebrations.
- Teaching Catholic doctrine and morals as the foundation from which the entire life of the student is built.
- Extending students' spiritual dimension through exposure and appreciation of diverse cultures.
- Creating respect for all life while emphasizing peaceful resolutions to conflicts.
- Promoting responsible citizenship through participation in student government and involvement in service to the school and community.
- Offering strong academic programs addressing individual needs, interests, and abilities.
- Adapting current educational practices in accordance with the philosophy of the school.
- Developing skills for problem solving and critical thinking to enable students to function in a changing world.
- Encourage physical well-being through active participation in health, physical education programs, and athletic competition.

School Community

St. James Catholic School cooperates with the Church and with our parents to guide, instruct, and form each child entrusted to our care. St. James Catholic School serves the family, the Church, the parish, and the state by helping students fulfill their religious and educational potential and developing their God-given talents.

The pastor, principal, assistant principal, IHM Sisters, and lay teachers share the administration of the school. We believe that academic excellence is best achieved in an atmosphere of mutual respect and trust.

The **pastor** is the spiritual leader of our school. His ministry and example bring our students closer to Christ and to his church.

The **principal**, in cooperation with our pastor and in conjunction with our assistant principal, is the supervisor and spiritual leader of the school. She is responsible for implementing diocesan and local school policies. She cooperates with the St. James School Board and the Superintendent of Catholic Schools in educational and curriculum studies and she works with the pastor and the parish to enhance the spiritual growth of our students.

The **IHM Sisters**, Servants of the Immaculate Heart of Mary, along with a qualified staff of lay **teachers**, guide our students at St. James Catholic School by developing their spiritual, intellectual, physical and emotional growth.

The **St. James School Board**, an advisory board, assists the school administration. Its function is to approve policies and programs which will serve to achieve the educational purpose of our school.

The **parents** of St. James School are the primary educators of their children. St. James Catholic School tries to build on the values taught at home. Recognizing the need for joint efforts in

the education of our children, **St. James Home and School Association** stresses the need for cooperation between the two. The administration, faculty and staff gratefully acknowledge the assistance of this association and urge all parents to take an active role.

Admissions

The primary goal of St. James School is to provide a Catholic Education to Catholic students. All students, regardless of race, color, national or ethnic origins are welcome. Students of other faiths are also welcome as space allows.

Registration of new students usually takes place in late January or early February. A child must be five years of age on or before September 1 to enter kindergarten and six years of age on or before September 1 to enter first grade.

Children entering St. James for grades 1 through 8 will be given math and reading placement tests and students in grades 3 – 8 will also be asked to submit a writing sample prior to acceptance and placement.

Parents of all new students are required to submit their child(ren)'s:

- Birth Certificate
- Social security card
- Certificate of immunization (GA Form #3231)
- Eye and Dental Certificate (GA Form #3300 EED)

In addition to the above, new Catholic students must also have:

- Baptismal certificate (unless baptized at St. James)
- Other sacramental certificates
- Parish participation card

According to GA law, forms #3231 and #3300 must be on file when school starts.

Immunization Requirements:

- The last DPT and polio immunizations must have been given after a child is four years old.
- Children entering Kindergarten, sixth (6th) grade, or students entering a Georgia School for the first time in any grade must have a second dose of varicella (chicken pox) vaccine and a second dose of mumps vaccine or laboratory proof of immunity.
- Children five (5) years of age or under enrolled in Pre-K need the vaccine to prevent pneumonia
- Children who were born on or after January 1, 2006, must have the Hepatitis A vaccine or laboratory proof of immunity.

Parents are required to supply documentation for any medical, physical, or academic needs their child/children may have.

All new students entering St. James School are considered on probation for the first quarter. During that period, parents and staff can decide if this school is the most appropriate educational setting for the child. Factors to be considered in the decision are the student's academic performance, effort, conduct, and work/study habits.

Change of Address/Phone Number

Parents are requested to notify the school office whenever there is a change of address or telephone numbers so that our records will be correct.

If there is a change in the status of guardianship, please notify the principal and the child's teacher.

Daily Schedule

- 8:00** Yard Bell and assembly in flag pole lot (grades 1-8)
8:10 Announcement and prayers (in classrooms)

- 8:15** Classes begin
11:15 Lunch (grades 4-6) followed by recess
11:45 Lunch (grades 1-3) followed by recess
12:00 Lunch (kindergarten) in the classroom
12:15 Lunch (grades 7-8) followed by recess
2:45 Dismissal for PK and K
2:55 Announcements
3:00 Dismissal for grades 1-8

Arrival and Dismissal

Transportation to and from school is the responsibility of the parent or guardian.

The school cannot assume responsibility for students before 7:40 a.m. at which time patrols and faculty members are on duty. For safety, students arriving before 7:40 a.m. should report to the patio outside the cafeteria until the faculty members arrive on duty.

After 7:40 a.m., all students are expected to wait in the assigned line areas and should refrain from entering the school without supervision of a teacher or staff member.

In the morning, safety patrols direct cars and open doors for students to exit quickly and safely. Students should wait until the car has come to a complete stop near a patrol before exiting from the passenger side of the car. Please follow the directions of the patrols and staff.

If it is raining at arrival times, the back road by the football field will be open for one-way traffic. Drive to the doors by the fourth grade and follow directions of the teachers and patrols on duty. During inclement weather, children report to the cafeteria in the morning and wait for the teachers there.

The order of dismissal is as follows:

- mini-van riders
- walkers and bike riders
- pre-school parking lot
- flag pole parking lot
- church lot
- after school care

For the safety of all involved, riding bicycles on school property is not allowed at arrival and dismissal times. Walkers and bike riders should leave school property with the assigned line under the direction of a patrol. Bikes are to be parked at a designated place but the school cannot assume responsibility for their security.

Students are dismissed in line and under the supervision of teachers, staff and patrols. Children who are car-riders are walked through the individual lots and required to wait until their vehicle is stopped in a parking space before entering the car. For the safety and efficiency in the dismissal procedure, drivers should not use cell phones at this time.

If cars arrive late they must be parked and the driver is asked to go to the patio to get the children. To ensure students' safety those waiting on the patio for pick-up must remain in that area until their car arrives. It is the responsibility of parents to ensure that all students leave school property by 3:20 p.m. **Any student left after 3:20 p.m. will be placed in After School Care (ASC) at the parent's expense.**

Students waiting on the patio are not permitted to purchase drinks from the vending machines. Only those students who are staying for an after school activity may purchase drinks after 3:20 p.m., and then only with teacher/staff permission.

To assure safety students may not loiter on school property after 3:20 when there is no longer outside supervision. Any child

who needs to return to a classroom must first check in with the office. If students are in an after school activity, they should be picked up as soon as that activity is over.

To assure complete care for each student, written parental permission is required for any deviation from the normal dismissal routine.

A yellow flag displayed on the flagpole indicates a rainy day dismissal. On such days parents may pick up their children beginning at 2:50. Parents of students in grades K – 6 are asked to go directly to the classrooms and pick up their children or carpool riders. All 7th and 8th grade students are met in the cafeteria. Doors will be open and there is no need to stop in the office. No child will be allowed to walk home if it is raining. At 3:10 any child who is not picked up from their classroom will be walked to the cafeteria to wait for pick up.

On noon dismissal days, students are dismissed following the rainy day schedule beginning at 11:50 a.m..

Lockdown Dismissal

If any emergency situation (such as a tornado warning, suspicious person in the vicinity, etc.) warrants a school lockdown, a red flag will be flown from the flagpole. **Parents should report to the cafeteria for further information.** In this situation all students must be picked up by their specified driver in that location.

Tardiness

Bringing a child to school late or signing a child out early will result in the child being marked absent. A child who arrives in the classroom after 8:10 a.m. will be marked tardy. A child who arrives later than 10 a.m. is marked absent for half a day. Students who are tardy **must be brought by an adult to the front office to be signed in.** The receptionist will keep a log of all tardies. Excessive, inexcusable

tardiness is an injustice to a teacher and to the other students. **Five tardies/early dismissals equal one absence**

Absences

If a child is absent, parents or guardians must report the absence by calling the Nurse's Office (355-3142) before 9:30 a.m. When leaving a message on the machine, parents should identify themselves, their child and room number, and the reason for the absence. A call should be made each day a child is absent but in cases of extended illness, the initial call may relate the number of anticipated days out. A written note stating the reason and dates of absence with the parent/guardian signature should accompany the child when he/she returns to school. According to Georgia law a written note must be on file. Parents will be contacted by the nurse if no note is sent in when the child returns.

Although excused, students are marked absent who must be out of school due to their own illness, illness of a family member, death in the family, inclement weather, or necessary travel. Travel during the school year is discouraged. If absolutely necessary, parents should make a written request for such excused absence in advance. If travel does occur, it is the responsibility of the student and parent to arrange to complete missed work within the time specified by the teacher.

Absence due to parental neglect and truancy are unexcused absences and will be handled as the need arises.

Frequent, suspect or prolonged absence requires a note from a physician stating the reason or reasons for such extended absences.

GA Department of Education State Law requires that a student not be out of school for more than ten (10) days a semester. Therefore prolonged absence may be a reasonable cause to repeat a grade. A student who has been absent ten (10) or more days of a quarter is not entitled to any marks for the quarter unless arrangements are made for the student to have a home-bound tutor.

Dental, doctor and optical appointments during class hours are discouraged. If such an appointment can be made only during school

hours, a written note signed by the parent is necessary. The note is to be sent to school the morning of the appointment and is presented to the teacher who forwards it to the office. The student is met by the parent and signed out at the school office.

On 12:00 dismissal days the morning session is considered from 8:00 to 10:00 and the afternoon session from 10:00 to 12:00. A student missing more than half of either session will be considered absent for that session and a student missing both sessions will be considered absent for a whole day.

Health and Safety

A full time nurse is part of the school staff and is available to dispense medications, handle minor emergencies, take care of records, etc. She may recommend that parents take a child from school due to illness.

Health/Emergency forms are sent home at the beginning of each school year with all students. It is most important that parents and guardians provide the school with information needed in case of an emergency. It is necessary that the persons named to function in case of an emergency are available and can provide transportation for the child. **If there is a change of information, it is imperative that the nurse's office be notified.**

Children leaving school because of illness will be picked up in the nurse's office and must be signed out by a parent/guardian.

In order to control the spread of illness, we ask that parents please use discretion in either keeping a child home or sending him/her to school when the child is or has been ill. Generally, children should be free of fever for twenty-four (24) hours without medication before returning to school.

Any medication brought to school must be in the original bottle/package or the labeled prescription bottles and must be accompanied by a signed note with instructions. All medication must be brought to and administered by the nurse or a person designated to administer medicine. No medication may be kept with the students in the classroom. There are rare cases where a student may keep an Epi

pen or an inhaler with them but this must be documented with the nurse.

To assure safety, fire and tornado drills are held regularly. Evacuation drills to Spanish Oaks Alzheimers' Care Facility are also conducted once or twice a year.

Student Transfer

To facilitate clerical needs involved in a transfer, parents should notify the school office in writing at least one week prior to the withdrawal date. If possible the report card will be issued on the day of withdrawal. Transcripts, school records and any other important documents are mailed to the new school upon request from that school. All financial responsibilities to the school must be met before records are released.

Lunch and Yard Regulations

The school provides a lunch alternative program for the convenience of families. A lunch form is sent home in the communication envelope every three weeks. If students are absent on Wednesday or Thursday, they may submit a lunch order by 9:00 on Friday. Some snacks will also be on sale for students to purchase in the cafeteria. Additional information regarding the lunch program is sent home separately. Milk may be ordered for the year. Teachers will do a "lunch check" in the morning. Any student who does not have a lunch will call parents in the morning and ask them to bring in a lunch for the day. **It is the policy of the school that no lunches be brought in from outside vendors.**

During lunchtime, children are expected to:

- abide by rules of good manners, and use appropriate school conduct
- respect and obey the staff members and volunteers directing the lunch procedures

- treat food in a manner showing respect and gratitude for our blessings
 - clean personal space before leaving the area
- During recess time, students are expected to:
- remain in assigned areas under adult supervision
 - treat all adults, peers and property with the respect required of good Christians and good citizens
 - refrain from any language or behavior that is not acceptable in a Christian atmosphere
 - refrain from any activity which is dangerous to self or others

Infractions will incur consequences as delineated by the teacher on duty.

Academics

Religious Education

Religion and prayer, as taught in our school, is a way of life, not merely one other subject. The religion class lays the foundation for the formation of attitudes and the building of principles upon which the child will base his/her life.

The Religion curriculum is enhanced and supported by such practices as:

- beginning and ending the school day with prayer
- celebrating liturgy for First Friday and holy days of obligation
- encouraging parents to join in school and parish liturgical celebrations
- attending class mass on assigned days
- preparing for reception of sacraments and the feast of Easter with special days of retreat
- conducting workshops for parents to help them better understand the commitment their children are making when they receive the sacraments of Penance, Eucharist and Confirmation
- providing adoration of the Blessed Sacrament during Lent
- praying the Stations of the Cross with students during Lent
- teaching and honoring devotions to Mary and the saints

- encouraging students to contribute to charitable and missionary endeavors
- providing enrichment classes in K-6

All students are required to attend religious instruction, liturgical and para-liturgical services and share in the prayer-life of the community.

In order to be an integral part of the students' life, the spiritual realities taught in school must also be incorporated into the shared family activity. A child needs to see parents and relatives as examples and supporters of their implementation of Christian principles. The liturgical and sacramental life which a child learns and experiences in school must be enhanced by the family as they attend Holy Mass and share a personal faith life. **Parents are expected to see that their children attend Sunday Mass weekly and receive the sacraments of Reconciliation and Eucharist. Parents of other faith traditions are likewise expected to attend Church services with their children.**

Core Education

The core of the academic program is oral and written language, reading and mathematics in the primary grades, with science and social studies taking on greater importance beginning in grade three.

An advanced math program is available for students in grades 5 - 8 who meet the 94% requirement in both Terra Nova and final report card grades. Teachers recommend students who demonstrate an aptitude for math and exhibit an above average IQ.

In grades 6 – 8, a departmental program is in place for instruction. Physical education, Spanish, fine arts, media center, and computer classes are part of the required weekly program for grades K – 8.

Resources

Enrichment, remedial help and support of students with mild learning disabilities and speech concerns are available on a limited basis as determined by need and availability. To be

served by the learning disabilities teacher, formal testing must be on record.

Discipline

The essence of Christian discipline is self-discipline. Ideally, discipline is taught in the home and incorporated into the program of the school. Without discipline, learning cannot take place. **Thus, it is important for children to know that parental authority and school authority are united.**

Discipline problems can usually be solved more calmly when healthy communication is in place between parents and teachers/administration. Improper conduct or disobedience in school, if defended or excused at home, contributes to a student's sense of irresponsibility for his/her actions. Individual teachers establish their discipline policy which is explained at the parent meetings in August. A wise practice for parents is to consult the school about all the facts before commenting in front of the child or making hasty decisions. **It is imperative that students learn early in life that they must be responsible for their actions. Therefore incurred consequences will be strictly enforced.**

The policy of St. James School is that members of the faculty, staff or administration never use corporal punishment as a disciplinary tool. St. James School is committed to providing a school environment that is in keeping with the teachings of the church. In keeping with this commitment, St. James School will not tolerate harassment of school employees or students occurring in the school or at off campus school-sponsored events. Such conduct is immoral and illegal and will not be tolerated.

St. James Catholic School will follow a school wide chart system for discipline. The chart will list age appropriate behaviors for the grade. Each student will have their own chart and teachers will check the chart if the behaviors do not meet the expectations for that grade. The chart is used when students have been repeatedly reprimanded by the teacher for a certain

behavior. Each grade will determine the number of checks that will warrant an E, G, S, N and U in conduct and effort at the end of the quarter. Parents will be able to follow their child's progress via communication through the assignment book. This program will be explained to parents at the back to school night meetings. Each quarter provides a new start for the students.

Serious actions, such as physical aggression or extreme disrespect, will be referred immediately to the assistant principal who will assign consequences.

A suspension is issued for very serious matters. Suspensions are cumulative and can lead to expulsions. Normally, a minimum of two suspensions per year would be incurred before a student is asked to leave the school.

Causes for suspension include but are not limited to:

- physical aggression toward another student or adult (student will immediately be sent to the assistant principal and suspended for two days; he/she will only be allowed to return to school after parents meet with assistant principal)
- blatant disrespect
- possession of tobacco, giving or receiving of tobacco or tobacco products on school property (To show support for this rule staff members may not smoke in school. The school reserves the right to request the same from others who utilize the facilities.)
- serious or repeated offenses against Christian charity, respect or integrity
- possession of any electronic devices including personal pagers, cell phones, etc. (Secretive, non-consensual audio or video taping is illegal and therefore never permitted.)
- truancy
- inappropriate use of the Internet either in or outside of school which impacts the school community

Causes for expulsion include but are not limited to:

- two suspensions
- smoking on school property
- possession, giving or receiving of legal or prescription drugs or alcohol
- overt immorality
- possession of any type of weapon or dangerous object
- serious threat or deed of physical harm
- leaving school property without permission

Suspensions and expulsions are of a grave nature and are only authorized by the principal, assistant principal and/or the pastor. Only such administrative personnel may require that a child be taken from the school premises. In the case of a contagious disease, the nurse may make such a requirement.

Communication

Cooperation between parents and teachers is of the greatest importance in aiding the student to attain full potential. At the beginning of the school year, a general meeting is scheduled which includes class meetings. The teacher outlines the goals, philosophy, curriculum expectations and responsibilities of students at the specific grade level. Three general Home and School Association Meetings are planned to be held during October, February and May. An Open House for classroom visitation occurs during Catholic Schools Week.

The school does not provide teachers' home phone numbers. Parents may request a conference by a note to the teacher, by leaving a message on voice mail or by e-mail. Please allow a reasonable amount of time for a reply from the teacher. Appointments during the school day, if possible, are scheduled at the teacher's planning period.

Any parent wishing to speak with the principal or assistant principal may contact the office for an appointment.

Any problematic issue concerning a parent, their child and a teacher must be aired with that teacher before a conference with the school administration will be scheduled. The principal or assistant principal may be present at an initial conference if parent and/or teacher request such, and both are aware of the request. If the issue is not reconciled after the initial meeting, a further conference with the principal/assistant principal may be requested. If the issue remains problematic, the parent and/or teacher may request to meet with the pastor. Problems continuing beyond this point are addressed at the diocesan level.

In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents must agree not to compel the attendance, testimony or deposition of any legal proceeding which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

For security purposes all visitors or volunteers must sign in at the office. Anyone scheduled for a conference or as a guest speaker is also required to report to the office. A visitor nametag will be issued and the visitor will be directed to the classroom. All regular volunteers are required to sign in at the office and wear a nametag while on the premises.

All forgotten items must be taken to the school office. Articles should be marked with the child's name and room number and left with the school receptionist. If a child frequently forgets, parents are asked to help their child learn responsibility by letting them take the consequences. "Drop-off" of forgotten items should happen only in an **emergency** and very rarely.

Written communications from the school, including the lunch menu and order forms, are included in the **Communication Envelope** sent home each Wednesday with the oldest child in the family. Parents are required to sign the envelope and return it on Thursday. **Lunch forms must come back on Thursday unless a child is absent. If a child is absent, the forms will be accepted on**

Friday. COMMUNICATION ENVELOPES ARE VERY IMPORTANT. Parents are encouraged to use this envelope to return materials to school. All money sent in the communication envelope must be placed in a smaller envelope and mark it with the student's name, room and the purpose of the money. Separate checks for each activity is requested because "lump sum" checks for different purposes cannot be accurately credited to the proper accounts. If information comes home in the communication envelope, please return it in the communication envelope. If information comes home in the class folder, please return it in the class folder. If material is of a confidential/private nature, please send it in a sealed envelope and address it to the person for whom it is intended.

Media Center

The media center is an integral part of the school's program and serves as a central resource for both students and teachers. It is the circulation center for all materials, books and media. The media center enables a student to strengthen knowledge and skills in reading and in all other areas of the curriculum. Books are loaned to students for a period of one week with a renewal option. Each class is scheduled for one library period each week with scheduled open times provided for research as requested by the teacher. Lower school students go to the library for story time and general familiarity with the library. Each student is responsible for books borrowed and must pay a fine for overdue books. Any damaged or lost books must be paid for or replaced before report cards can be distributed.

A separate policy will be issued regarding Internet access in school. All students using the Internet must have a signed policy letter on file before accessing information online. Misuse of computer privileges in the media center will result in restricted use.

Standardized Testing

All students in grades 1-8 are tested using the Terra Nova Test during the third quarter of the school year. Grades 3, 5, and 7 are also administered a test of cognitive ability known as InView. Grades 5 and 8 participate in a national religion survey test known as ACRE (Assessment of Catechesis and Religious Education).

Homework

Homework is assigned regularly to reinforce and supplement the lessons presented in class. Homework is a form of communication between home and school in which children's academic progress can be steadily monitored. Parents have the responsibility to see that home assignments are completed. Parents should check homework for neatness and accuracy. A student should never be permitted to turn in work that is incomplete or carelessly done.

Students should be helped to realize that homework is their responsibility and that written and study homework are of equal importance. Students are often given long-range assignments and are expected to use initiative and responsibility to schedule the work over a period of time. Long-range assignments are often listed on the website under class calendars.

Recommended time allotment:

- * Grades K - 2 30 minutes
- * Grades 3 - 4 60 minutes
- * Grades 5 - 6 90 minutes
- * Grades 7 - 8 120 minute

Family Night

One Wednesday evening of each month is designated *Family Night*. On that night no written homework is assigned and no major tests are given the following day. It is the hope of the faculty and staff that this will truly become a time when families can turn off the television and give priority to the time shared as family.

Grading

In every grade, report card assessment is based upon teacher observation, student participation, major tests, quizzes, class work and homework.

Progress can and should be monitored by examining test papers, which are sent home on a regular basis, by conferring with the teacher or by consulting Edline (an online service accessed through the password which will be supplied to parents.) Teachers should update Edline every two weeks to keep parents informed on an ongoing basis.

Except in cases of prolonged illness, **absent students are responsible for making up the work missed, to ask to take a test or quiz and to take it in a timely manner as directed by the teacher.** Missed tests are given at a time convenient for individual teachers. Students absent for a prolonged illness should plan with the teacher(s) for making up missed work within a reasonable time.

The second report card will be distributed to parents at scheduled conferences. All parents are to pick up that report card from the teacher. Parents and teachers may request a conference anytime during the year. Kindergarten evaluations are also distributed quarterly.

Physical education, art, computer, music and Spanish are a designated part of the curriculum and teachers in these areas are responsible for grading the students for their work and participation. This grade includes a consideration of effort and conduct. The scale below is used in these as well as for other minor subjects including handwriting in all grades; science and social studies in grades 1 & 2.

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

N.B. Students in grades 6-8 will receive a numerical grade in Spanish.

Conduct and effort are very important aspects of a student's growth and development. These are also graded according to the above scale, based on teacher observation of student's interaction with classmates, other students and adults, attention, oral participation, preparedness, assignment completion and general organization.

A student would be considered EXCELLENT in Conduct if he/she:

- displays a respectful attitude towards prayer, spiritual topics and religious celebrations
- consistently behaves in a manner that is respectful of authority, peers and property:
- speaks in a respectful manner to and about all
- seeks to create an accepting atmosphere
- refrains from physical retaliatory violence
- attempts to solve inter-personal problems
- consistently complies with directives and regulations
- acts with honesty, integrity and justice
- consistently does more than is required

A student would be considered EXCELLENT in Effort if he/she:

- is alert and takes an active part in class discussions
- has unusual dependability in taking assignments, following directions and completing tasks
- is prompt, neat and thorough in all work
- has and assembles necessary tools and materials needed for class
- has enthusiasm and interest in his/her work
- makes wise use of time and gets to work without urging by the teacher
- has initiative and originality in attacking problems and profits wisely from constructive criticism
- has the desire to apply ideas gained in study to everyday life
- often goes beyond minimal academic requirements

Students are assessed and graded according to the degree they reflect these high expectations.

Honors

Academic honors are awarded each quarter to those students in Grades 4 - 8 who meet the following criteria. **Gold Honors** are awarded to students who receive a final average of 94 or above in each major academic area; at least a "G" in effort and at least an "S" in conduct. **Silver Honors** are awarded to students receiving a final average of 88 - 93 in all major academic areas and at least an "S" in effort and conduct. (**Please note:** A final average of "N" or "U" in art, music, Spanish, PE, computer or conduct or effort will deprive a student of academic honors.)

Principal's Honors are awarded at the end of the school year to those students in grades 4 – 8 who receive a final average of 94 or above in each major academic area; at least a "G" in effort and at least an "S" in conduct

Promotion/Retention

A student is promoted if he/she has achieved the mastery of skills and knowledge deemed necessary for success in the next grade. **Except in cases of physician-documented prolonged illness, students may not have exceeded the allowable ten (10) days absence per semester for promotion.**

Kindergarten - social readiness; mastery of reading readiness and math skills

Primary - mastery and passing grade for an appropriate level in math, reading and general language arts

Middle/Upper - final grade of 70 or more in all major subjects

It is expected that all students have knowledge and understanding of the religion content, which is appropriate for each grade level.

For reason of academic, social and/or emotional growth a teacher may recommend or a parent request that a child be retained in a grade. Such recommendations or requests should be discussed in January with the final decision made no later than the first day of the fourth quarter. A child may be retained only once in Grades K - 3 and once in Grades 4 - 8. A written document listing the reasons for retention, signed by the teacher, principal and parent will be placed in a student's permanent file. Parents may decline the recommendation **only once** since the school cannot assume responsibility for a child's education if they cannot provide what is deemed necessary for the student's progress.

Summer School

If a student fails reading or math in Grades K – 3 or any major subject in Grades 4 – 8 successful completion of an approved summer school or tutoring program, involving forty hours of

instruction and follow-up assignments, would be necessary for promotion. For this purpose, students may attend summer school/tutoring in two subjects only. They must attain a passing grade to be considered for promotion.

Uniform Policy and Dress Code

Students in Kindergarten through eighth grade wear uniforms beginning the first day of school and must be in complete uniform each day of the school year unless special exemption is given. **In order to engender a sense of pride in St. James, the uniform policy is strictly enforced. If a child is out of uniform parents are informed in the following manner:**

1. **Parents will receive a written notice of the infraction.**
2. **Parents will be called and receive a written notice of the infraction.**
3. **(and subsequent violations within the quarter) Parents will be called to come and rectify the offense.**

Each child receives a fresh start each quarter.

BOYS – Kindergarten through Gr. 8

Khaki trousers, white or navy shirt with school monogram, uniform navy sweatshirt, fleece pullover or sweater w/ monogram, black or brown belt.

Only the top button of the shirt may be unbuttoned. Shirts must be tucked in the trousers. No printed tee shirts are to be worn under the uniform shirts.

GIRLS – Kindergarten through Gr. 3

Plaid jumper, white blouse w/ Peter Pan collar, uniform navy sweatshirt, fleece pullover or sweater w/ monogram. (No puffed sleeves on the blouses.)

Jumper must touch the top of the knee.

Girls may also wear khaki pants or shorts (must be worn with a belt) or khaki skort. These may be worn with the Peter Pan collar blouse, or a white or navy polo shirt with the “St. James School” personalization.

GIRLS – Gr. 4 - 8

Plaid kilt, white oxford shirt with buttoned-down collar, uniform navy sweatshirt, pullover fleece or sweater w/ monogram.

Skirt should touch the top of the knee. The shirt should be tucked in the kilt (not rolled over the waistband.) Girls choosing to wear shorts under the uniform should not allow the shorts to fall below the hem of the uniform. No printed tee shirts are to be worn under the uniform blouses.

Khaki pants or shorts (must be worn with a belt), khaki skort may be worn with either the oxford blouse or the white or navy polo shirt.

SHOES and SOCKS

Brown leather or suede tie shoes are the uniform shoes for both boys and girls and are to be worn all through the school year. Shoes should be sturdy and have a heel no higher than one and a half inches. Please do not purchase shoes with the deep treads on the sole. Docksiders, work boots and sneakers are not acceptable. Any needed exceptions to the shoe policy must be requested with a doctor’s note each year.

PRE-K students are to wear tennis/athletic shoes daily for safety reasons.

BOYS: socks are to be solid colors or white with khaki trousers; plain white (or SJS logo only) may be worn with shorts.

GIRLS: Plain, white (SJS logo only) (no ruffle) crew socks are to be worn at all times. During the cooler weather girls may also wear navy knee socks or tights.

PE UNIFORM

Shorts should be loose fitting, navy blue, plain, without a logo or decorations and made of “umbro-like” or cotton material. Shorts should not have side slits and should be no shorter than 2 inches above the knee. Shorts are to be worn with the white SJS tee shirt. No other SJS shirt will be acceptable (Shirts are purchased through the Home & School Association.)

Students must wear white (plain or only SJS logo) crew socks with their PE uniform. No socks shorter than crew socks are allowed.

The winter PE uniform consists of plain navy sweats.

On scheduled PE days, the PE uniform may be worn all day. If students choose to take the sweatshirt off during the day, the tee shirt must be tucked in. Hooded sweatshirts are not acceptable. Sleeves of sweatshirts should be of the appropriate length and the tee shirt may not hang below the sweatshirt. Long sleeve shirts should not be worn under short sleeve shirts.

Grooming – Since our bodies are God-given gifts, personal cleanliness and neatness of dress are important and reflect the good taste and judgment of the parents. Therefore, uniforms should be laundered regularly and because using ink or pencil to write on oneself does not reflect a positive appearance it is therefore not allowed.

Cosmetics – Girls are to refrain from wearing make-up of any kind in school. Nails are to be natural and may only be painted with clear polish.

Jewelry - Only one ring may be worn with any uniform. **Chains and bracelets (except medic alert bracelets and one approved “cause” bracelet) may NOT be worn with any uniform.** A religious medal/symbol on a small, plain chain may be worn inside the shirt. Boys are not permitted to wear earrings. Girls may wear

one pair of small dime-size post earrings. They are to be worn on the ear lobe. For safety reasons, no hoop earrings are permitted.

Hair - Students may not wear any type of fad haircuts (tails, shave lines, designs, side-burns, etc.) or have any unnatural hair colors. Boys must have a neat, clean-cut haircut. Hair should not touch the ears or touch the eyebrows when combed straight down or touch the collar. If a boy's hair is curly it must be kept short and follow the above guidelines if it is pulled out straight. Girls should have a neat hairstyle that is off the face area. Girls may wear only blue and /or white or the school plaid ribbons/hair bows or neutral barrettes.

All articles of clothing should be labeled with the student's name. The "Lost and Found" box is located in the cafeteria. At the end of the school year, unclaimed items will be donated to the poor.

Book bags are considered a required item in order to protect books and to ensure a more efficient transport of materials between home and school. Students are to refrain from writing or drawing on book bags, pencil cases or book covers.

FREE DRESS DAYS

Occasionally, as a reward or as a fundraiser, students are given permission to forgo the uniform code. On such days appropriate attire which reflects Christian values is expected. **Clothing that is too tight, too short (more than one inch above the knee), cut out or cut-offs, logos not in keeping with a Catholic environment, halter-tops, tank tops, etc. are not acceptable. For safety reasons, no backless shoes, flip-flops or clogs are permitted.** Failure to comply with these guidelines may result in disciplinary action.

Extra-Curricular Activities

The following activities come under the auspices of St. James School and are therefore under the jurisdiction of the school's administration. Requirements for eligibility are set by

the moderator of the group and approved by the school administration. Students generally have to have passing grades in all subjects and at least an "S" in conduct and effort. Failure to comply with the regulations results in dismissal from the group.

With all activities, absence from school on the day of a meeting/game/match etc. precludes participation in the activity for that day.

Choirs... Grades 2 – 5 (children's choir) usually practices Monday after school until 3:45 p.m. Grades 6 – 8 (upper grades' choir will practice on Wednesday until 3:45. The two choirs sing at school Masses, occasionally on Sundays and perform for special occasions.

Boy Scouts and Girl Scouts... A full range of scouting activities is available to students. Information is usually distributed to students or in the parish bulletin.

Math Club... This club is open to Grade 7 and 8 students who are in advanced math, and aims to prepare them to participate in special contests and competitions representing SJS. Meetings are held one day a week after school for each grade.

Yearbook Committee... Students in grades 7 and 8 are welcome to join. **Continuation of a SJS yearbook is dependent on the availability of parent volunteers to run this program.**

Environmental Science Club... consists of interested and enthusiastic students in selected grades who want to pursue science-based activities relating to the environment in our world, community and school. The club meets a minimum of once a month from September through May, and will involve field activities and studies on campus, guest speakers and service activities such as a campus litter clean-up day.

Altar Servers... Students in grades 5 - 8 are invited to serve.

Safety Patrol... Grade 7 and 8 students volunteer time at the beginning and end of the school day to help the staff supervise arrival and dismissal.

Student Council... Students are elected by their peers to serve the school as representatives and officers. Because the duties of an officer are extensive, students elected are permitted to participate in only two other extra activities.

President - 8th grade

Vice President - 7th grade

Secretary - 7th grade

Treasurer - 6th grade

National Junior Honor Society... Grade 7 and 8 students qualifying with a final average of 92 and exemplifying qualities of leadership, service, and character and citizenship are invited to become members of this organization.

Sports... A wide variety of athletic activities are offered for students in all grades. St. James School is a member of the Savannah Parochial Athletic League (SPAL) and follows those guidelines as well as guidelines provided by the Diocese of Savannah.

Creative Kids Club... PreK, Kindergarten and 1st graders will meet once a month to explore various activities in math, science, stories and arts/crafts.

Drama Club... Grade 4 – 8 students explore different drama experiences and perform in a production at the end of the year.

Spanish Club... Children in grades 6 – 8 are invited to learn about the various Latin American countries and experience their customs, dances and ethnic foods.

Sports

The following policy is based on the philosophy of St. James Catholic School and on the Savannah Deanery Elementary Schools Athletic Guidelines.

St. James Catholic School believes that athletics offers beneficial values to the participant, and has a positive influence on the player with regard to responsibility, fair play, cooperation, concern for others, leadership, and respect for authority, good citizenship, loyalty and tolerance. Seen in its finest and most realistic sense, athletic participation teaches self-discipline and prepares students mentally, physically, emotionally and spiritually to meet the challenges of life.

Eligibility - Students participating in any sport sponsored by St. James School or parish must have passing grades in all major subject areas. Students must have at least a "S or passing grade" in the minor subjects and have at least an "S" in Conduct and Effort: **Since the school will be using the Ed-Line reports, these reports will be used to determine eligibility. If a student is failing a subject during this report period, they will automatically be taken off of the team until the next Ed-line report is posted. If all grades are passing students will be re-instated. If grades again fall below the passing level the child will be removed from the team for the rest of the season.**

Eligibility for sports participation is according to the following quarter reports.

Fourth Quarter (June report card) qualifies students for football, volleyball, and county soccer and maintains cheerleading eligibility.

First Quarter (October report card) qualifies students for basketball, maintains football, cheerleading and soccer eligibility.

Second quarter (January report card) qualifies students for SPAL soccer (grades 6 - 8), track, softball, baseball and golf; maintains for basketball.

Third quarter (March report card) qualifies and/or maintains student eligibility for track, cheerleading, softball, baseball and SPAL soccer.

Students who fail to keep up their grades in all areas are responsible to withdraw themselves from the team. Ineligible students should not try out for a sport.

The principal shall have the prerogative at any time to remove a student from participation in extra-curricular activities when she/he deems it appropriate for reasons of academics or conduct

The following sports may be available to students who meet the eligibility requirements:

- Soccer boys & girls, grades K - 8
- Track boys & girls in grades 5 - 8
- T-Ball boys & girls in grade Pre-K and K
- Baseball Kid Pitch
boys & girls in grades 3 - 8
- Baseball Coach Pitch
boys & girls in grades 1 & 2 **
- Football boys in grades 4 - 8 (SPAL) *
- Volleyball girls in grades 5 - 8 (SPAL)
- Softball girls in grades 5 - 8 (SPAL)
girls in grades 3 - 5
- Golf boys & girls in grades 7 & 8

** Grade 2 boys and girls may play Kid Pitch if both the coach and parents agree that they are ready.

Grade 4 boys may play football if both the coach and parents agree that they are ready.

Miscellaneous

Field Trips: To enhance the curriculum, field trips are permitted and encouraged. Field trips are privileges afforded to the students. No student has an absolute right to a field trip and will

be denied participation if they fail to meet effort or behavioral requirements.

Parent chaperones are normally requested to accompany students on such a trip. Chaperones may not bring younger siblings as each chaperone is expected to be responsible for a group of students. Parents should not take a child home from the field trip location unless a note of such request is on file that morning in the office. **If a parent is providing transportation for a field trip they:**

1. must present a copy of his/her license and insurance for the school file;
2. may not make any extra stops to or from the field trip;
3. refrain from using cell phones while driving;
4. must provide child-safety seats for anyone five years or younger.

These rules are necessary in order to follow safety and legal procedures.

Any parent volunteering to drive students to an activity during school. A completed copy of the diocesan form also needs to be on file.

Parties: Grade parents give class parties at Christmas and the end of the year. The parties are simple treats to celebrate these special events. Volunteer parents coordinate the parties with the input of the teachers of each grade.

Students' birthday parties are not permitted during school hours. If parents wish to honor a child, a treat may be sent that can be given to the entire class during recess or lunch. Please limit the amount of treats to a number that will supply only that one classroom. Please send in napkins, etc. as necessary. An alternate suggestion is to donate a book to the classroom or school library in honor of the child's special day.

No party invitations are permitted to be distributed during school hours unless every boy or every girl in the class receives an invitation. These are distributed only at non-instructional times with the knowledge and approval of the

classroom teacher. We discourage gift giving among students during school time.

Telephone: Except for emergencies, students may not use the school phone for personal calls. Messages are given from the office in emergency situations, but children and parents are responsible for communicating usual plans, needs, etc. before school. Please do not use the office for messages that should have been given to the student before he/she arrived at school.

After School Care Program

The St. James After School Care Program provides a service to the parents of children in St. James Catholic School.

The aims of the program are

1. to create an atmosphere where Christian values are instilled through role-modeling and through meaningful interaction
2. to provide continuity in the education of students
3. to provide security and services to children of working parents.

Policies of the After School Care Program

1. The program is open to all students of St. James School in grades PreK -8.
2. The program is based on 180 school days.
3. Responsibility for the children begins with school dismissal and ends when the parent or designated representative picks up the child.
4. The behavior of the child is of prime importance. If a child's behavior becomes a problem, the child will be required to leave the program.
5. As part of the program, a staff member will monitor the children while they complete written homework. Staff members cannot act as tutor nor do they usurp the parent's obligation to check homework.
6. The Director of the After School Care Program collects

payment.

7. Students may change into play clothes at the program site.
8. Closing time is 6:00 p.m. There is a charge of \$1.00 per minute for parents who are late picking up their children.

ACCEPTABLE USE POLICY

Internet Use Agreement for Pre-K-8 Students, Diocese of Savannah School System.

I. Introduction

The use of computers, indeed the use of any form of technology, is a means, not an end to education. Teachers and students have a responsibility to use the tools at hand to enhance education. We believe the Internet offers vast, diverse, and unique resources to both students and teachers. The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. 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. The Diocese of Savannah has taken precautions to restrict access to controversial materials, and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on the worldwide network far outweigh the possibility that users may obtain material that is not consistent with the educational and moral goals of the Diocese.

II. Educational Goals

- To provide a variety of information to enhance the curricula areas.

- To help students work effectively with various forms of telecommunication tools.
- To prepare students to become critical thinkers and problem solvers.
- To teach skills that are needed in the electronic and global society.

III. Terms and Conditions

Internet access is coordinated through a complex association of government agencies, regional and state networks. 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 so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal use of the network resources. If a Diocese of Savannah user violates any of these provisions, his or her privileges will be terminated and future access could be denied. Violations of this agreement will be referred to appropriate school officials for disciplinary action. Violations of state or federal law will be referred to the appropriate law enforcement agency. The signatures at the end of this document are legally binding and indicate parties who signed have read the terms and conditions carefully and understand their significance.

Parents: It is important that you and your child read this agreement and discuss it together. When your child is allowed to use the computers it is extremely important that the rules are followed. As a parent, you are legally responsible for your child's actions. You are responsible for supervision of your child's Internet use when not in a school setting.

A. Acceptable Use

The use of the Internet must be in support of education and research and consistent with the educational objectives of the Diocese of Savannah. Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulations is prohibited. This includes, but not limited to: copyrighted material, or material protected by trade secret.

B. Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. (Each student who accesses the Internet will be a part of a discussion with a Diocese of Savannah faculty member about the proper use of the network.) Diocese of Savannah officials will deem what is inappropriate use, and their decision is final. Also, Diocese of Savannah officials may request that the school deny, revoke, or suspend specific user privileges. Diocese of Savannah expects the co-signing teacher to monitor the student's access for which he or she is responsible. This may include random checks of Internet history and monitoring of student access to determine whether the accounts are being used in a manner that is consistent with this agreement. Students accepting the Diocese of Savannah access to the Internet consent to such monitoring.

C. Responsibilities

All persons accessing the Internet from the school/parish locations must accept the responsibility of using the Internet wisely and correctly. Access to the Internet by students will be monitored by faculty member at all times. You are expected to abide by the generally accepted rules of network use. These include (but are not limited to) the following:

- There must be a clear academic purpose for accessing the Internet at the school location.
- Do not use the network for any illegal activity (e.g. violating copyright or other contracts, gaining illegal access or entry into other computers).
- Do not use the network for financial or commercial gain.
- Do not interfere with the proper operation of school systems and networks accessible through the Internet.
- Do not use the network in such a way that you would disrupt the use of the facilities by other users.
- Do not use school computing and network resources in a wasteful or frivolous manner (e.g. tying up resources with computer-based game playing such as MUD, sending trivial or excessive messages, downloading excessively large files).
- Do not reveal your personal address/phone number or the personal address/phone number of another.
- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.
- If you feel you can identify a security problem on the Internet, you must notify a system administrator or your Diocesan official. Do not demonstrate the problem to other users.
- Respect the privacy of other individuals.
- Files/data belonging to others are to be considered private property unless explicit authorization is given by the owner of the files.

- Be polite. Do not be abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.

The Diocese of Savannah makes no warranties of any kind, whether expressed or implied, for the service that is provided. The Diocese of Savannah will not be responsible for any damages you suffer. This includes loss of data resulting from delays or service interruptions caused by its own negligence or your errors of omissions. Use of any information obtained via the Internet is at your own risk. No guarantee of complete privacy is made. The Diocese of Savannah specifically denies any responsibility for the accuracy or quality of information obtained through the access of their network facilities.

IV. Consequences of Violations of the AUP and Agreement to Comply

User: *I understand and will abide by the Diocese of Savannah Internet Use Agreement. Any violation of the school's posted rules will result in any or all of the following consequences. I further understand that any violations of the regulations above are unethical and may constitute a criminal offense. Should I commit any violation, (1) my access privileges may be revoked and (2) school disciplinary action and/or appropriate legal action may be taken.*

I have reviewed my Internet-Use responsibilities, specifically, the co-signing teacher has discussed each of the following points with me.

- Only students having permission and who have reviewed the Internet-Use responsibilities with the system administrator or

his/her designee may use the school's computers to access the Internet.

- Access to the Internet by students is viewed as a privilege, not a right.
- Access is to be used for educational and research purposes only, consistent with educational objectives of the Diocese of Savannah. Misuse will result in loss of access.

Diocese of Savannah asks that the co-signing teacher monitor access, including e-mail, to see that the access is being used for the stated purpose. For this and other reasons, e-mail is not private. Violations that may lead to revocation of Internet access include:

- Transferring copyrighted material to or from the Internet without express permission of the owner is a Violation of Federal Law.
- Plagiarism
- Playing MUDs or other network intensive games, or using IRC.
- Downloading excessively large or unauthorized files.
- Subscribing to inappropriate newsgroups.
- E-mail correspondence inappropriate to educational purposes and access to personal e-mail accounts is prohibited.
- Any activity posing potential risks to others or myself.
- Harassing other users (e.g., with unwanted e-mailmessages).
- Illegal Activity
- Revealing my or other's home address/phone number or other personal information.
- Vandalism of accounts or systems.
- Using abusive, vulgar, or other inappropriate language or sending or displaying offending messages or images.
- Activities that would violate the schools handbook policy.
- Failure to report known security problems.
- Any other inappropriate use or misuse of the Internet.
- Diocese of Savannah officials will deem what is inappropriate use, and their decision is final. Access is monitored, and use of the Internet implies Agreement to such monitoring. The Diocese of Savannah may restrict access an any time for violations.

I understand the conditions for accessing the Internet.

Parent or Guardian: *(Parents/guardians of Pre-K-8 student users must also read and sign this agreement.) As the parent or guardian of this student, I have read the Internet Use Agreement. I understand that this access is designed for educational purposes. The Diocese of Savannah has taken precautions to eliminate controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet and certify that the information contained on this form is correct.*

Sponsoring Teacher: *(Must be signed if the applicant is a Pre-K-8 student.) I have read the Internet Use Agreement 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 have instructed the student on acceptable use of the network and proper network etiquette (see checklist).*

Release to Display Student Work Electronically

During the course of the school year your child will be participating in projects and publishing his/her work or photographs of themselves on the Internet. There could be millions of readers since anyone with access to the Internet will be able to view your child's work we publish. This is an exciting chance to extend our audience, work with partner classes around the globe, and communicate more closely with other "netizens."

By signing the **release form**, you give permission for your child's work to be published and or picture to be published on the Internet. We are all concerned about privacy and safety of

our students. Because of this we will honor any and all limitations that you may place on this consent to publish.

**Parent Handbook Contract
And
Acceptable Use of Internet Contract**

We have read the handbook and discussed the contents with our children. We understand the importance of supporting the school in all issues and agree to be governed by the policies of the handbook.

We have also read the Acceptable Use Policy for the Savannah Diocese and _____ will allow _____ will not allow our children to use the Internet at school.

*An additional permission form for Internet situations will be sent home at a later date.

Student's Name(print)

Student's Signature

Homeroom

Parent Signature_____

Date_____

All forms due no later than August 31st, 2008