

Immaculate Conception School Astoria, New York



Parent and Student Handbook *2016-2017*

(Please keep this book accessible throughout the entire school year).

2016 – 2017 Parent and Student Handbook Index

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PLEASE COMPLETE, SIGN, AND RETURN THESE FORMS BY TUESDAY, SEPTEMBER 13th

- Technology User Agreement & Parent Permission Form (page 15)
- Permission to Photograph/Videotape Form (page 16)
- Parent/Student Handbook Acknowledgment Form (page 17)
- Emergency Contact Form

THESE FORMS ARE OPTIONAL AND PROVIDED FOR YOUR CONVENIENCE

- After School Program and Application
- Before School Program and Application
- Metro-Card Application

Mission Statement

The Mission of Immaculate Conception School is to provide every child with a safe and nurturing environment that facilitates a love of learning as well as a love for God, others, and self.

Philosophy Statements

- We at Immaculate Conception School believe in educating students academically, spiritually, and emotionally. We believe that instruction in the Catholic faith enables our students to acquire the knowledge, values and skills necessary to mature into responsible adults.
- We recognize and respect the individuality, ethnic diversity, and uniqueness of each student.
- We empower our students to choose wisely and acknowledge the significance of their choices.
- We believe in the importance of parental support to facilitate each child's growth in body, mind, and spirit.
- We believe in our commitment to grow as educators through professional development, self-evaluation, and renewal.
- We recognize the necessity to adapt to the changing needs within our school and community.
- We believe that our family-like relationship serves as a model to the students we teach.

Principal's Message

Welcome to the 2016 - 2017 school year! I hope that all of our families have had the opportunity to enjoy the summer and to prepare for what promises to be a challenging and engaging academic year. We extend a special greeting to all of our new students and their families. Welcome to Immac, the best little school in the heart of Astoria.

The 2016 – 2017 Parent and Student Handbook should be read carefully to ensure everyone is aware of our rules and regulations, and so that there will be no misunderstandings. Parents, I recommend that you review the Handbook with your children and that you keep it handy for quick reference. Please return the last pages of this handbook with signatures by Tuesday, September 13th.

Absences

If your child is absent, you must call the school office at 718-728-1969 before 9:00 a.m. and provide a written note explaining the reason for his/her absence on the first day he/she returns to class. New York State Law requires this. Any absence that is not explained with a written note is considered “illegal” and will be recorded as such in the attendance register. Further, New York State Law requires that we keep all absence notes for one year. The absence note should contain the dates your child was absent, the reason for the absence and should be signed and dated by the parent. If a child is absent for three or more days, a note from a doctor is required when the child returns to school.

Arrival and Dismissal

The doors of the school will open at 7:50 a.m. It is recommended that you arrive as close to 7:50 a.m. as possible without being late. Unless they are part of the Early Drop-Off Program, children will not be allowed inside the school earlier.

Arrival and Dismissal Doors

New Building Door	Grades UPK
Church Door	Grades Nursey and Kindergarten
Front Door	Grades 1, 2, 3, and 4
Gym Door (Grotto side)	Grades 5, 6, 7 and 8

Parents who bring their children to school in the morning should use the appropriate entrance but may not accompany them into the building. If you have more than one child, please be sure each enters and exits through the assigned door. Parents are asked not to enter or leave the school building while students are arriving or being dismissed.

Please call the office to advise us if you are going to be late to pick up your child. Your child won't be anxious or upset if we can explain why you are delayed. Teachers can wait with students when you are only a few minutes late. However, if your child is not picked up at dismissal, your child will be sent to the After School Program, and you will be billed accordingly.

Birthday Celebrations

Parents should ask their child's teacher when and what they may bring to class. These are small class celebrations. Please keep it simple – just cupcakes or munchkins – no cakes, pizzas or piñatas. Teachers will review the class policy about birthdays during the first parent meeting. Also, please do not ask teachers to distribute invitations to a private birthday party unless all classmates are invited. It is hurtful to those who are omitted and awkward for the teacher. Goodie bags should have only the “From” tag on it. Please consult with the teacher as to how many are needed for the class.

Cell Phones

Students may bring their cell phones to school. However, when they enter the school building, their phones must be turned off and given to their homeroom teacher who will store them in a secure place and return them to the students at the end of the school day. Students may not turn on their phones until they are outside the building. If students need to call their parent, they may ask the teacher for permission to go to the school office and place the call. This is for emergencies ONLY. Parents who need to speak with or leave an important message for their children at any point during the school day should call the school office, and the child will be contacted. Any use of cell phones or other electronic devices in the building will be considered a violation of school policy and will result in appropriate consequences. If a cell phone or other electronic device is used during the school day, it will be confiscated and may be returned conditionally only to the student's parent.

Communication

In an effort to improve communication between home and school, we will be posting information on our website, www.icsastoria.org . Please check this daily for the latest information! We are also using **School Messenger** (formerly School Reach) to contact parents by phone and email to keep you informed about Immaculate Conception School. Both the website and School Messenger will be used for emergency school closings and special announcements. One phone call from a designated administrator to School Messenger will automatically call home phone numbers and cell phones on file. Please be sure to inform the school office of any changes in phone numbers throughout the school year.

We will continue to issue paper notices and bulletins. But since children often forget to give the notices to their parents, it is in your best interest to inquire about notes or notices as soon as your child comes home from school each day. Some of these notices will have a tear-off which you must sign and return to school. Each child must return the tear-off when requested. We ask your cooperation regarding this. We also ask you to check your child's school bag daily for these paper reminders and notices.

Conferences

All teachers are willing to meet with you to discuss your child's performance and/or behavior. We ask you to write a note or send an email message to the teacher giving your preference for a before or after school appointment and several dates that would be good for you. The teacher will try to accommodate your request as quickly as possible. You may also call the office and request an appointment with a teacher, and we will forward the request. We ask you not to stop teachers during the school day or in the street to discuss your child. If you make an appointment with a teacher, please arrive promptly. Teachers often have to make special arrangements to meet with you.

Contact

Our phone number is **718-728-1969**. Please keep this handy at home and/or at your place of employment in case you need to call us. You can find us on the internet at www.icsastoria.org.

Electronic Devices

Some electronic devices especially iPods, iPads or other tablets, e-readers, and digital cameras may be brought to school. However, they must be given to the homeroom teacher each day. The items will be secured and returned to the students at the end of the day. The student may not have these items any time during the school day because they can be distracting and disruptive. If used during the school day, the item will be confiscated and appropriate action will be taken. Further, all electronic devices must be deactivated before entering school and cannot be activated until outside the building.

Faculty and Staff for the 2016 – 2017 Academic Year

Pastor	Rev. Msgr. Fernando Ferrarese
Pastor Emeritus	Rev. Msgr. Charles Patrick Boccio
Priest In Residence	Rev. Msgr. Vincent Fullam
Parochial Vicar	Rev. Liju Augustine
Parochial Vicar	Rev. William A. McLaughlin
Principal	Ms. Eileen Harnischfeger
Financial Secretary/Facilities Coordinator	Mrs. Kathleen Gonzalez
Administrative Secretary	Mrs. Lisette Leston
Administrative Assistant/Library Room	Mrs. Pat Tonkin
Custodian	Mr. Robert Vasquez
Nursery, Room 2	Mrs. Mary Ann Coffrini
Nursery Aide	Mrs. Lisa Celaj
Nursery Room 3	Ms. Julia Frank
Nursery Aide	Ms. Malika Siddiqua
Nursery Room 4	Ms. Karen Allim
Nursery Aide	Ms. Nancy Rofael
UPK Director Room 1	Mrs. Francesca Gentile-Laygo
UPK Room 5	Ms. Jennifer DiVanna
UPK Aide	Mrs. Melissa Mejia
UPK Room 6	Mrs. Amal Wright
UPK Aide	Mrs. Alicia Albornoz
UPK Room 7	Ms. Sophia Thomopoulos
UPK Aide	Mrs. Toni Zaleski
UPK Room 8	Ms. Kristin Lavelle
UPK Aide	Mrs. Lisa Mills
UPK Floater	Ms. Becky Szejka
UPK Floater	Ms. Nicole Vasquez
Kindergarten, Room 19	Mrs. Katherine Mooney
Kindergarten Aide	Ms. Meaghan Barrett
First Grade, Room 20	Mrs. Lauren Marino
Second Grade, Room 23	Mrs. Linda Gallagher
Second Grade Aide	Ms. Veronica Gomez
Third Grade, Room 22	Ms. Katie Nero
Fourth Grade, Room 24	Mrs. Margaret Frank
Fifth Grade, Room 12	Mrs. Janine Hughes
Sixth Grade, Room 14	Mrs. Linda Parisi
Seventh Grade, Room 15	Mr. John Shea
Eighth Grade, Room 16	Mr. Alex Salerno
Art, Room 18	Ms. Gabrielle Gonzalez
Computer, Room 17	Mrs. Denise Watt
Music, Room 9	Ms. Aspasia Kyriakis
Physical Ed, Gymnasium	TBD
SETSS Room 10	Ms. Josephine Wejuli
School Nurse	Ms. Anne Menno
Spanish, Room 9	TBD

Gum

Gum is not permitted in school or on the school grounds at any time. Please encourage your child to cooperate with this regulation. Students will be told once to discard it. A second offense will result in detention.

Holidays

At the beginning of the school year you will receive a tentative calendar with school holidays. Please keep in mind that the tentative calendar is subject to change, and any changes will be reflected in the monthly calendars that will be issued. Please use both to coordinate your schedules and plan vacations. You may also check for updates on the school website at www.icsastoria.org or by confirming with the school office.

Honors Policy for Grades 5 through 8

We encourage all of our students to be the best that they can be, and when they achieve the goals that they set for themselves, the students will be recognized for their efforts at an Awards Ceremony held at the end of each trimester. The awards will be given as follows:

- Principal's List is awarded when students' grades are 95 and above in all subjects.
- First Honors is awarded when students' grades are 90 and above in all subjects.
- Second Honors is awarded when students' grades are 85 and above in all subjects.
- Merit Awards are granted for outstanding effort and personal achievement.

In addition, honor students must maintain grades of 3 or 4 in all special subjects (Art, Computer, Music, Physical Education, and Spanish) and in all areas of personal progress (conduct, behavior, effort, respect, etc.) Further, Honor Awards will be withheld from students who are excessively absent and/or late. Excessive is more than three incidents in each trimester.

Lateness

A student is considered late if he/she is not in the building by 8:00 a.m. The student must go to the office for a Late Pass before being admitted to class. If a student is going to be more than twenty minutes late, a parent must call the school or accompany the child to the school office. Students in Nursery through Fourth Grade will have no consequences except recording their lateness as required by New York State. It should be noted that all lateness and absences are recorded on students' report cards and permanent record cards. Also, students having more than three (3) lateness within each trimester or ten (10) for the year, may be ineligible for Honors Awards. If necessary, a meeting including students, parents, teacher, and principal will be scheduled to resolve lateness problems. Occasionally, circumstances cause us to be late, but habitual lateness is unacceptable. Lateness is disruptive for everyone— your child, other students, teachers, and the office staff.

Lunch

All children remain in school for lunch and must bring their lunch and/or snacks with them in the morning. If your child forgets his/her lunch, you can bring it to the office. This is a one-time offer and cannot become habitual. Do not bring lunch directly to the classroom or lunchroom. Fast food (pizza, McDonald, etc.) is not permitted at any time. It is important that every child has something nutritious to eat and drink at lunchtime. Beginning the day with a good breakfast is also beneficial. Unacceptable behavior in the lunchroom or during recess will not be permitted. Children who behave unacceptably will face disciplinary action.

Medication Policy

The Diocese of Brooklyn has advised us that we are not permitted to administer medicine to students - even Tylenol or prescriptions. In special cases, however, children may self-administer medication under the supervision of the school nurse. Please contact the office to arrange for authorization from your child's pediatrician.

Parent/Teacher Courtesy

We enjoy a familiar atmosphere here at Immaculate Conception School, but we ask that we address all adults in a formal manner. As our teachers and staff address you in a proper manner, we ask the same of you. Please address teachers by their proper names (i.e., Mrs. Smith or Mr. Jones) when you are speaking to them, inquiring about them, or writing a note. Please know that the faculty and staff will extend the same courtesy to you.

Parking

In an effort to ease the traffic difficulties on 29th Street during arrival and dismissal, we need your cooperation to ensure the safety of our students and the good will of our neighbors. We are offering two alternatives to using 29th Street so that we can avoid double parking, blocking the driveway, and releasing children in the middle of the street.

We are continuing the Temporary Parking Privilege in the Big Lot. This will enable parents of young children to park and then escort them to school. During arrival and dismissal you may **temporarily** park your car in the big parking lot opposite the public library from 7:45 a.m. until 8:15 a.m. and from 2:15 p.m. until 3:15 p.m. Mr. Vasquez, our custodian, will be at the gate to ensure that only our parents will be admitted. Please do not take advantage of Msgr. Ferrarese's consideration by leaving your car beyond the designated times. If you leave your car beyond 8:15 a.m. or 3:15 p.m. the gates will be locked and we may arrange to have your car towed. Further, you will be jeopardizing this wonderful opportunity that is a win-win situation for everyone.

As an alternative to double parking on 29th Street during arrival, please have older students exit your car on 31st Street and walk to their assigned entrance. And at dismissal, please have older students meet you on 31st Street where it is less congested.

Progressive Discipline Policy

The Immaculate Conception School Code of Conduct is based on two basic rules.

- **Do unto others as you would have them do unto you.**
- **Anything that hinders teaching or learning cannot be permitted.**

Basically, if the students follow these two rules, they will not have to be disciplined. However, because these guidelines are not always observed, we have developed a progressive discipline policy. **Initial Verbal Warnings** will be issued for a first offense or violations of school rules. But if a warning proves ineffective, students will serve **Lunch/Recess Detention**. In addition, detention will be administered at the discretion of the teachers when students do not follow class rules and are disruptive, do not complete assignments on time, or fail to prepare for class. Detention will be held during Lunch/Recess. Students serving detention will have the opportunity to eat their lunch and complete work or read, but they will not be permitted to socialize. If a student serves several detentions and there has been no improvement, a **Parent Conference** will be scheduled to discuss alternative strategies. Collaboration between the home and the school can often help a student get on the right track. Please note that some student behavior will simply not be tolerated and will result in immediate **Suspension or Expulsion**. Such behavior includes but is not limited to fighting, bullying, possessing drugs, alcohol, or weapons, damaging or defacing property, and disrespecting an adult or child while on school property.

School Building and Yards

We work very hard to keep the school in good condition. Writing on desks, walls or any other part of the building or damaging any school or church property is not acceptable. Parents will be notified if a child participates in such actions, and the family will be held responsible for restoring the property to its original condition.

School Closings/Early Dismissals

Other than scheduled school closings or early dismissals marked on the monthly school calendars, you may receive a School Messenger phone call informing you of closings or early dismissals that were not marked on the calendar (e.g. unexpected weather conditions). We will make every effort to ensure that these changes are the exception and not the rule.

School Hours

Doors open at 7:50 a.m. and close at 8:00 a.m. Monday through Friday. Students arriving after 8:00 a.m. must go to the office for a late pass to be admitted to class.

Nursery Morning Program	8:00 a.m. to 11:00 a.m.
Nursery Full Day Program	8:00 a.m. to 2:30 p.m.
UPK	8:00 a.m. to 2:20 p.m.
Kindergarten	8:00 a.m. to 2:45 p.m.
Grades One through Eight	8:00 a.m. to 3:00 p.m.

School Insurance

All students are covered by an accident insurance policy during school hours on school days. If you wish to purchase additional insurance for 24 hours per day – every day of the year, please complete the application which will be forwarded to you later this month.

School Nurse

Immaculate Conception School has a School Nurse on the premises during school hours. The Nurse may call you if your child is sick or if he/she needs updated medical documents. Please provide all medical documents requested in a timely manner to avoid non-compliance with the Department of Health. Students who do not have all of their immunizations or their physical exams may have to be excluded from school.

School Safety

Parents and other visitors must only enter the building from the Front Door and must sign in at the main office. Visitor badges will be issued to and worn by those who remain in the building and they will be advised to return to the office before leaving the building for the day.

School Uniform Policy

Immaculate Conception School's official uniform company is *Ideal Uniforms*, located in Valley Stream, NY. Uniforms may not be purchased from any other source. Please note that everyone must have the Ideal uniform for the 2016-2017 school year. It will be more costly for you when you have to replace what was purchased elsewhere. Please know that your co-operation regarding our school's uniform policy is appreciated. Orders can be placed online at www.idealuniform.com. Students must be in complete uniform daily. Students from Grades 1 through 8 are also required to wear uniform shoes purchased from *Da-Bar Too* in Maspeth, NY or from the *Ideal Uniform Company*.

School Uniform Policy Reminders

- The gym uniform must be purchased through *Ideal Uniforms* and have the Immaculate Conception School logo.
- **In September, October, May and June students may come to school on their assigned gym days wearing their uniform shorts, T-shirt, white socks and sneakers. If the weather is cool, students should wear their sweatpants and sweatshirts over their shorts and T-shirts.**
- **From November through April, students must wear the Immaculate Conception School T-shirt, sweat pants and sweatshirt or track suit (grades 4-8), white socks and sneakers.**
- Students may not participate in the physical education classes unless they are wearing the required gym uniform including sneakers. This will affect their participation and physical education grade.
- Students should not wear any jewelry (rings, earrings, bracelets, necklaces) to gym classes to avoid losing valuable items or risking personal injury.

- Our Physical Education classes are scheduled for Tuesdays, Thursdays, and Fridays. All students should be prepared for gym class beginning the week of September 12th.
- If there is a medical reason why your child cannot participate in the physical education class, a doctor's note must be sent into the school office.
- Students must wear the appropriate ICS uniform to school daily and wear it properly.
- All students in grades 1-8 can only wear the Immaculate Conception School sweater during the school day. Students may not wear clothing that is not part of the uniform (such as sweatshirts, T-shirts and jackets) under or over their uniform during the school day.
- Students may wear jackets, etc. to outdoor recess, but jackets cannot be worn in the building at any time.
- Students' hair should be neatly groomed. Neither girls nor boys should have hair covering their face especially their eyes.
- This warm weather option applies to girls: during the months of September, October, May and June, girls may wear knee socks instead of tights.
- All uniforms should be kept neat and clean.
- Please do not make exception to our uniform policy on your own. For example, we could have warm weather in November or April, but the regular uniform must be worn. If there are extraordinary circumstances requiring changes, you will be notified.

School Uniform Policy Update

The N.U.T. (No Uniform Policy) Program has been discontinued. However, we will have Dress Up for Charity Days. Students must dress appropriately for school on Dress Up days. For Immaculate Conception School, appropriate equates to business casual attire. If you would not wear it to your place of business, don't let your child wear it to school. Some items we do not want to see in school are: ripped jeans, shorts of any kind, tank tops, low cut tops, tight leggings, short skirts, or flip flops. If you have any questions, please call the school office in advance.

Student Planners

All students in Grades 4 to 8 will be required to have and use the Success by Design Student Planner. It is part of a major effort on the part of the administration and faculty to help students become and remain organized. Failure of Middle and Junior High School students to have and maintain the Success by Design Student Planner at all times will result in serious consequences. The cost is \$6.00.

Student/Teacher Respect

Disrespect for faculty, staff, and any adults affiliated with our school or their property is unacceptable. Use of foul language or inappropriate remarks will not be tolerated. Teachers speak and treat students respectfully and each student is expected to maintain a proper attitude of respect to all teachers, staff members, parents, volunteers, and priests. It's the Golden Rule: *Treat others as you would like to be treated.*

Diocese of Brooklyn and Queens Anti-Bullying/Harassment Policy

Purpose

The school communities within the Brooklyn Diocese believe in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance and acceptance. Research shows that students who learn in a safe and supportive environment succeed academically. Students have the right to learn in an environment free of any harassment that substantially interferes with their education.

Definition

Bullying, bias-based harassment/intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual or perceived imbalance of power which can be physical, emotional or verbal. If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities. The behaviors include but are not limited to:

- **Physical:** physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)
- **Verbal:** taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors.
- **Written:** written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phones, webcams. This would also include forwarding such messages if received. This generally constitutes cyber bullying.

Reporting Procedures

The targeted student, parent/guardian of the student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal.

- The principal needs to conduct an investigation by interviewing all parties separately.
- The parents of all involved students should be notified.
- If it is determined that bullying has occurred the child who bullied is to be subject to consequences per the school's disciplinary code.
- Parents should be advised to contact the appropriate law enforcement agency if the situation warrants such a report.
- Referral to counseling should be made for all parties if deemed necessary.
- The principal must follow up to see that the offending conduct has stopped.
- All students should be notified that retaliation against anyone who makes a report will not be tolerated and those that retaliate will be subject to disciplinary actions.

CIPA Compliance Statement

Immaculate Conception School fully embraces the Children's Internet Protection Act (CIPA) as defined below.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

- Schools and libraries subject to CIPA may not receive the discounts offered by the E-rate program unless they certify that they have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene, (b) child pornography, or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.
- Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors.
- Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

IMMACULATE CONCEPTION SCHOOL TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY 2016 - 2017

The intelligent use of modern technology, including computer hardware and Internet services, can significantly enrich your child's learning experience and extend untold educational opportunities. At the same time, the Internet is basically an unpatrolled, unlicensed communication service involving millions of people world-wide. The potential for harm abounds. Because of the wide range of materials available, the unrestricted use of this vast resource is inadvisable. Users must act cautiously and responsibly in a supervised, structured environment. In the best interest of our students, our school requires all technology users to cooperate fully with the established guidelines below.

No student can be allowed to use computer hardware or Internet Services at School without submitting a signed Acceptable Use Policy (signed by both the student and his/her parent/guardian) to the office.

Permitted Actions:

- Use of computers and Internet only in the presence of a supervising authority.
- Explore libraries, databases, and other educational resources approved by the school.
- Access the Internet or other networks only through the User's given code.
- Act with honesty, integrity, and respect for the rights of others while using the Internet.

Non-permitted Actions:

- Using computers and Internet for anything other than educational purposes.
- Damaging computer hardware or services.
- Installing software or the upload or download of materials on school computers without specific permission of a responsible school authority.
- Removing technology hardware or software from the school.
- Communicating offensive text or pictures. This includes the harassing, insulting, or attacking others.
- Violating copyright laws.
- Invading the privacy of others. This includes using another's password and trespassing into another's folders or files and transmitting personal information about other individuals.
- Intentional wasting of limited resources such as hard disk memory or printing capacity.
- Publishing one's personal identifiable information or that of the school's to any party on the Internet.
- Accessing or visiting inappropriate websites.
- Printing files without permission.
- Entering chat rooms or posting messages to a message board.
- Students, parents and teachers who have websites or post information to a website such as but not limited to, myspace.com, facebook.com or ratemyteacher.com that portray the school, parish, or any member of the parish/school community in a negative light or threatens any individual is subject to disciplinary action and may lead to dismissal.

Required Actions:

- Immediate notification of the supervising authority on duty at the time of the appearance of any offensive communications, graphic or text in nature.
- Immediate notification of the supervising authority on duty at the time of any accidental change to the configurations on any computer.

Violation of the above guidelines will result in one or more of the following consequences:

- Suspension or loss of computer/Internet privileges for a determined amount of time.
- Monetary restitution as needed to make restitution.
- Further disciplinary actions as warranted by the nature of the infraction(s).

Immaculate Conception School
TECHNOLOGY USER AGREEMENT & PARENT PERMISSION FORM
2016-2017

Students in Grades 5 through 8

As a user of school computer technology and Internet network, I agree to comply with the guidelines stated in the Acceptable Use Policy. I understand this agreement will be kept on file at the school. Should I commit any violation, my computer and/or Internet privileges may be suspended or revoked. I also understand that violation of certain regulations may constitute a criminal offense and result in disciplinary action including but not limited to suspension or expulsion.

Student's Name: _____ (print)

Student's Signature: _____

Date: _____

Parent or Guardian of Students in Grades 5 through 8

As a parent or legal guardian of the minor student signing above, I have read the School's *Acceptable Use Policy* on the use of computer technology and the Internet. I understand this agreement will be kept on file at the school.

_____ I grant permission for the above-named student to use the network according to the guidelines outlined. I understand that it is impossible to ensure that no objectionable material can be accessed and I will not hold the School responsible for materials acquired through the Internet. I also understand that violation of certain regulations may constitute a criminal offense and result in disciplinary action including but not limited to suspension or expulsion.

_____ I do not grant permission for the above-named student to use the network while at Immaculate Conception School.

Parent/Guardian's Name: _____ (print)

Parent/Guardian's Signature: _____

Date: _____

**Immaculate Conception School
Permission to Photograph and/or Videotape Student
2016-2017**

On occasion we receive requests to observe the students at work, and sometimes they are photographed or videotaped. The pictures may be used in future publications including but not limited to newspapers or television programs. We need your prior written consent to allow your child to be photographed and/or videotaped should the occasion arise during the course of the school year.

Please sign the consent form below and send it to school with your child tomorrow. If your signature is not on file, we will not photograph or videotape your child.

_____ **I give permission** for my child, _____, to
be photographed or videotaped during the school year for possible
publication in the media.

_____ **I do not give permission** for my child, _____, to
be photographed or videotaped during the school year for possible
publication in the media.

Child's Grade: _____

Parent's Signature: _____ Date: _____

Parent and Student Handbook Acknowledgment

Please read, complete, and return this page to your child's homeroom teacher by Tuesday, September 13, 2016.

The signatures below acknowledge that we have carefully read the Parent and Student handbook for the 2016-2017 school year, and we have shared the information with our child. Together we will work to achieve Immaculate Conception School's mission to provide every child with a safe and nurturing environment that facilitates a love of learning as well as a love for God, others, and self.

Child's Name: _____ Grade _____

Mother's Signature: _____ Date _____

Father's Signature: _____ Date _____