

**Our Lady of Good Counsel Parish School  
23 West Prospect Avenue  
Moorestown, New Jersey 08057**

**Parent/Student Handbook  
2009-2010**

<b>School Office</b>	<b>235-7885</b>
<b>Early Childhood Office</b>	<b>235-5371</b>
<b>Rectory Office</b>	<b>235-0181</b>

**Office Hours**

**Monday-Friday  
8:00 A.M. – 3:30 P.M.**

**School Business should be conducted during office hours.**

**Church of Our Lady of Good Counsel  
42 West Main Street  
Moorestown, New Jersey 08057**

Dear Parents,

Our Lady of Good Counsel Parish has a long and rich tradition of Parochial School excellence.

Today, all Catholic schools face a new and serious challenge. Without faith-filled and service-oriented lay teachers, they will not be able to continue to provide a strong academic program in a setting that stresses personal religious formation and discipline.

Good Counsel School has, thank God, been successful in attracting and maintaining a strong corps of such teachers. We thank each of these teachers for working with us to realize our dream, a firm Catholic education for our children.

But you, the parents of our school children and the parents of other preschool children in the Parish, you are the powerful people. Collectively you have the power to keep our Parish school open. Your desire for a Catholic education that supplements and reinforces the Christian formation you give your children at home... Your willingness to set the financial priorities to achieve this goal... Your personal investment of time and energy into all the activities that make a school viable... Yes, you parents, more than anyone else, make it possible for Good Counsel School to exist. And for you, it does exist.

We thank all of you for this presence and support. We thank you for making it possible for us to give you what you want.

This handbook will help all of us, parents, faculty, and administration, to work together effectively in realizing our shared dream, Our Lady of Good Counsel School.

Wishing all of you God's blessing as we work together for the spiritual and educational growth of our children, I remain,

Sincerely yours,

Father Damian McElroy  
Pastor

## **Our Lady of Good Counsel School**

The Faculty of Our Lady of Good Counsel School is dedicated to providing a Christ-centered environment in which the love of the Father, Son, and Spirit flows forth from us to the children we teach. Thus the uniqueness of each child is recognized and developed spiritually, emotionally, and scholastically.

Opportunities are provided for the development of leadership, discipline, and responsibility. Students are brought to a knowledge of themselves and the opportunities available to them. The experience of Christian community at Our Lady of Good Counsel will hopefully be the basis for a life of unity with Christ and our fellow men.

### **Our Vision**

We envision Good Counsel School as a caring community of faith where teachers, parents and students have a mutual commitment to Jesus Christ, His Gospel message, the teachings of the Church and the highest standards of academic excellence; and where Christian values of responsibility, respect, honesty, truthfulness, self-discipline, kindness, cooperation and service to others are cultivated.

### **Our Mission**

The mission of Our Lady of Good Counsel Parish School is to form young minds and hearts spiritually, academically and socially in the image of Jesus through authentic Catholic teaching within a community of faith with respect and compassion for others.

### **Our Core Beliefs**

We believe that quality Catholic education calls us to integrate Gospel teachings and values with real life and that all secular subjects need to be taught in the light of Faith.

We believe that parents are the primary educators of their children; therefore, we work closely with them.

We believe students of all faiths, ethnic origins and economic levels contribute to the world community and thus we welcome these students and strive to create an environment that reflects the dignity of each person.

We believe the faith shared with parents, teachers and students is nourished by prayer and worship within the total life of the school and parish community.

We believe students reach their individual potential by thinking clearly, forming strong convictions and acting in ways consonant with their beliefs for the betterment of their lives, their Church and society as a whole.

### **Our Core Values**

In keeping with the mission of Our Lady's School, the faculty and staff are committed to fostering the development of certain core values in our student body so as to help our children become responsible caring individuals. These Core Values are:

1. In all our actions, the faculty seeks to model **KINDNESS and COMPASSION** so our students will learn to be helpful, loving, sympathetic, and supportive of others, now and in the future.
2. We seek to foster a spirit of **COOPERATION** so our children will learn to work with their classmates in a common effort for their mutual benefit.
3. As a faculty, we cherish a school rooted in **SELF-DISCIPLINE**, recognizing that this trait will enable our children to correct and improve their behavior in accordance with the teachings of Jesus Christ and to model appropriate behavior for others as true disciples of Jesus.

4. We are committed to a spirit of **TRUTHFULNESS** so that in word and deed our children reflect the reality of their lives in God and are faithful to that reality.
5. We are further committed to fostering **HONESTY** in our children so they will learn to be a people of integrity, faithful to the inner voice of their conscience.
6. We cherish a school rooted in **RESPECT** for one another and all of God's creation. We seek to help our children recognize that each of us, as a child of God, is worthy of dignity and respect.
7. Through joint and collegial effort and commitment of a competent faculty, administration, and dedicated parents, our students will continue to grow/practice **RESPONSIBILITY**. As our students mature and their commitment to our Core Values grow in them, they will become students who are trustworthy, who will be able to distinguish right from wrong, and who will be willing to accept responsibility for their actions.
8. Finally, the faculty and students of Our Lady of Good Counsel Parish School are committed to a ministry of compassionate **SERVICE to OTHERS**. Through their involvement in the many outreach programs at OLG's Parish School, our children practice the Corporal and Spiritual Works of Mercy and respond to Jesus' call of service to others and His instruction to love others as we love ourselves.

### **Graduate Profile**

It is hoped, that upon graduation from Our Lady of Good Counsel Parish School, the graduate will:

- live and understand the basic doctrines of the Catholic faith;
- behave in a Christ-like manner, respect authority, bear social responsibility, be considerate and appreciative of the gifts of others;
- hear and respond to the needs of the poor;
- demonstrate self-discipline, a positive self-image, appropriate behavior and take responsibility for personal actions;
- communicate using appropriate verbal, written and listening skills;
- demonstrate proficiency in reading, writing, math, and science skills and employ these skills in problem solving;
- apply decision-making skills to daily life;
- be computer literate and knowledgeable of current technology;
- use multimedia and learning resources effectively;
- and be self-motivated and committed to lifelong learning.

***Faculty and Staff 2009-2010***  
***Principal - Mr. Jerome T. McGowan***  
***Director of Early Childhood – Sr. Rosemarie***  
***Assistant Administrator - Miss Mary Sullivan***

***Nursery and Pre-Kindergarten***

Ms. Sandra Prokop                      Aide: Mrs. Nancy Tamez

***Kindergarten***

Sister Rosemarie                      Aide: Mrs. Kathy Cummings

Mrs. Mary Rose Adams                Aide: Mrs. Colleen Wolfram

***First Grade***

Mrs. Nancy Maguire                    Aide: Mrs. Sharon Prokop

Mrs. Cheryl Biancaniello              Aide: Mrs. Nilda Neil

***Second Grade***

Mrs. Cynthia Robinson                Ms. Kelly Mulholland

***Third Grade***

Mrs. Kelly Costello                    Mrs. Eileen Feeney

***Fourth Grade***

Mrs. Kelly Ann Hill                    Mrs. Michelle Callanan

***Fifth Grade***

Mrs. Marcie Steel                      Mrs. Renee' Allen

***Sixth Grade, Seventh Grade, Eighth Grade***

Mrs. Katherine Goeke                    Mrs. Barbara Burnham

Mr. Lawrence Pizzi                      Ms. Christina Mason.

Mr. Joseph Veasey                      Mrs. Rosemary Conners

***Reading Specialist – Mrs. Dawn Cahill***

***Librarian – Mrs. Mary Ann Overbeck***

***Physical Education Teacher – Mr. Steven Tourtual***

***Art Teacher – Mrs. Marylynne Christ***

***Computer Teacher – Mrs. Suzanne Casey***

***Spanish Teacher – Mrs. Maria Johnson***

***Supplemental Instruction – Mrs. Donna Hoey***

***Speech Teacher – Mrs. Cathy Wajda***

***School Secretary – Mrs. Lorraine Turowski***

***Early Childhood Center Secretary – Mrs. Sharon Malek***

***School Nurses – Mrs. Gloria DelGrosso***

***Mrs. Linda Lesser***

### **Parent Cooperation Pledge**

Accepting our role as a critical factor in the overall development of our child:

**We** will be active in our faith as an example to our children.

**We** will promote the value of reading and will provide our children with a library card.

**We** will make ourselves available for Back to School Nights, parent-teacher conferences, and PTA meetings.

**We** will furnish the school with all medical, dental, psychological and other pertinent information for teachers to know the capabilities and limitations of our children.

**We** will give parental supervision of recreational activities to ensure our children ample opportunity to complete assignments and get the sufficient rest necessary to perform to his capabilities in school.

**We** agree to support Good Counsel through prayer, positive relationships and the giving of our time and talent.

**We** will do our best to plan family vacations according to the school calendar.

**We** will be supportive of the school and teachers in front of our children.

**We** will foster responsibility in our children by not acknowledging requests for forgotten homework, lunches, etc.

**We** will monitor the media influences on our children's lives by scrutinizing what they watch on television, videos, movies, as well as the music they listen to.

**We** will be accepting of the discipline code of the school and view it as a growth instrument for our children.

**We** will encourage our children to fulfill their service requirements.

**We** will acknowledge the PTA's efforts to minimize tuition increases by volunteering to work Go for the Gold, The Fashion Show, Market Day, or the other fundraising activities.

**We** have read the school handbook, accept the regulations and policies, and agree to discuss appropriate areas with our children.

**We** will contact the teachers to schedule a conference as soon as we feel a problem exists.

### **Admissions and Registration**

Good Counsel School accepts children into grades Nursery through 7<sup>th</sup> grade. Our school accepts application for admission during Catholic Schools Week, usually the last week of January. Students entering Nursery through first grade must follow the age requirements of the local school district which is **October 1**. Our Lady of Good Counsel School does not discriminate on the basis of race, color, or national or ethnic origin in its admissions policy or in its administration of educational policies or other school-administered programs.

When registering your children for school, you will need to bring the following information:

**Birth Certificate**

**Baptismal Certificate**

**Immunization records (up-to-date for age)**

**Current Physical Examination from doctor**

**\$50 Registration Fee**

**For children in grades 2 and up**

**A copy of a recent report card and standardized test scores**

**Registration of students is finalized only after all necessary records have been obtained and reviewed by the Principal and the Pastor. Acceptance of students is also dependent upon seat availability. In addition, your child will be tested to determine appropriate grade level. A letter of acceptance or non-acceptance or wait list will be sent.**

All new students in grades 1 through 7 are automatically placed on academic and behavioral probation for the first marking period.

Students transferring to Good Counsel School must bring a transfer slip with them before they will be admitted to the school.

### **After School Program**

The After School Program provides professional care, supervision, recreation, and enrichment activities for students whose parents desire both parochial school education and after school care in a Christian environment. It is located in the comfortable setting of the Early Childhood Center. The family-type environment strives to provide individual attention, security, consistency and fair treatment for the children. A scheduled routine is followed for changing clothes, having snacks and enjoying outdoor play. Time is also allotted for the completion of homework.

Registration is required for those interested in enrolling. Students may participate in the program on either a scheduled or occasional basis. Scheduled participants are those students who use the after school program regularly throughout the school year. Fees vary for daily and occasional participants. The cost per child is as follows:

#### Scheduled Participants

\$10.00 Per child per day – 3:00 p.m. to 6:00 p.m.

\$15.00 Per child per day – 12:00 p.m. to 6:00 p.m.

#### Occasional Participants

\$15.00 Per child per day – 3:00 p.m. to 6:00 p.m.

\$20.00 Per child per day – 12:00 to 6:00 p.m.

### **Alcohol/drugs** (Diocesan Policy #5114.7)

Any violation concerning possession or use of alcohol or drugs is a major infraction of Catholic School policy and makes the student liable to expulsion. If it becomes clear that a student is guilty of selling drugs or recruiting for drug abuse, the student is guilty of a crime, and the expulsion procedure shall be initiated. The student's illegal activity shall be reported to the police. If the Catholic School becomes convinced that a student is guilty of possession, use, or trafficking outside of school, it shall treat the student in the same manner described above.

### **Assembly Period**

The first ten minutes of the school day serve as an assembly period for the students to prepare themselves for the work of the day. During this time of quiet preparation, students are engaged in some routine assignment while teachers attend to such duties as taking attendance, collecting forms, etc. It is not intended to be a time for written homework. Students are expected to forward any monies, communications, forms, etc. to the teacher at this time.

### **Attendance**

The New Jersey statutes on Education (18A-38-25, 38-26, 38-27) provide for compulsory attendance by all children between the ages of six and sixteen, but the responsibility for compliance belongs to the parents. In order to enforce the law, it is reasonable for the school to establish policies and regulations governing student attendance.

- **Arrival**

Students should arrive at school between 8:05-8:25 am. **Parents should never drop off students before 8:05 am.** It is impossible to provide adequate supervision before this time.

- **Tardiness**  
Every student who arrives after the 8:30 a.m. bell is late. The student must report to the office for an admission slip before going to the classroom. A student will be considered excused only if he/she has a note from the doctor; he/she will be considered unexcused for all other reasons.

After five (5) unexcused tardies in a marking period, the student will be assigned a recess detention for each additional tardy.

- **Daily Attendance**  
Students are expected to be in regular attendance throughout the school year. In the case of absence, the parent must call the school office to report the child's absence by 8:45 a.m. every day the child is absent. Upon return, the child must bring a note signed by the parent to the homeroom teacher the day he/she returns explaining the reason for the absence. If the child is absent 4 days or more, he/she must bring a written note from the doctor. **Both a phone call and a note are required.**

**Excused absence** from school must be for illness only or exceptional conditions. Excused absences include only:

1. Personal illness which may or may not include quarantine.
2. Serious illness or death in the immediate family.
3. Legal requirement to attend court.
4. Absence for educational or other purposes must be approved **in advance** by the administration.

**Unexcused absence** includes absence prior to a holiday, babysitting, travel or vacation during regularly scheduled class time.

#### **Half day absent**

Students arriving after 10:00 am will be counted as absent half day. Students leaving before 1:00 pm will be counted as absent half day. School days scheduled for a 12:00 noon dismissal are considered full days and 10:00 am the half-day mark for the attendance count.

#### **Sports participation**

If a child is absent from school or sent home ill on the day of a Practice or game, the student may **not** participate in the sport on that day. All sports injuries should be reported to the nurse on the next school day.

- **Make-Up Homework Policy**  
Homework assignments missed due to an illness are the **student's responsibility**. A student will have as many days as he/she was absent to complete the work. It is the responsibility of the student to check with his/her teacher to determine when a missed test may be taken.

Any child who has a one-day absence which coincides with the day of a test must be prepared to make-up that test on the day he/she returns to class.

All make-up work must contain two dates:

Date of Absence

Date submitted

All work must be complete and neatly done before the teacher will accept it.

The administration **discourages the taking of vacations during school time especially during Terra Nova testing week**. Parents are asked to request, **in writing**, permission from the principal for an extended absence. **Teachers are not required to furnish assignments in advance**. The same make-up procedures will be followed as stated above under make-up homework policy.

- **Early Sign-Out Procedures**  
Parents are encouraged to make doctor and/or dental appointments **after school** unless an emergency arises. Also it is imperative **not** to make appointments (dental or doctor) during Terra Nova Testing Week.

**Occasionally**, a student may have to leave school before regular dismissal. The procedure is as follows:

1. A note from home **must** be sent to school.
2. All parents are required to meet their students in the **main office** and **sign** them out. **No** child may leave the school building unless accompanied by a parent or guardian.

- **Emergency School Closing, Delayed Opening or Early Closing**  
In the event it becomes necessary to close school for the full day, delay the opening or close early due to inclement weather or other emergency, parents will be notified by the Honeywell Instant Alert System. **It is crucial that parents register for the Honeywell Instant Alert System. Parents can register for the Honeywell Instant Alert System at <https://instantalert.honeywell.com>.** Any closing information will also be on the school website [www.olgcnj.org](http://www.olgcnj.org). A special *Crisis Management Information Form* will also be distributed at the beginning of the school year. Please complete and return to the office as soon as possible. It is also necessary that the school file contain the name of the parent who has custody of the child in the event that parents are separated or divorced.

#### **Birthday Treats and Holiday Parties**

Classroom treats may be sent in for your child's birthday. They will be distributed at the discretion of the teacher.

Room parents will provide treats for holiday parties, such as, Halloween and Valentine's Day. It is not necessary for parents to provide any extra treats unless contacted by the class room parents.

Invitations to any private party cannot be distributed in school unless the entire class is included, with the exception of the lower grades where an all-boy or all-girl party may be appropriate.

#### **Books and Book Bags**

Textbooks are loaned to the children. Students are responsible for the proper care of them throughout the year.

1. All textbooks must be neatly covered with a non-sticking material. Clear contact may be used for consumable books.
2. No writing, drawing, or graffiti is permitted on personal property (books, book covers, pencil cases, etc.)
3. Covers that are marked, torn or worn are to be replaced.
4. If a book is lost or damaged, payment must be made to cover the cost.
5. All workbooks are to be cared for the same way.
6. Every child must have a sturdy book bag. Book bags with wheels are not permitted except for medical reasons as determined by the school.
7. Children must use a book bag to carry books to and from school and students in grades 5-8 must use the school tote bag during the day to each class.

#### **Buddy system**

Each child should choose a "buddy" on his/her own grade level. The purpose of buddies is to see that each child is kept up on his/her assignments during periods of absence. It is the buddy's responsibility to have the information as to tests, assignments, and important announcements; **and** it is the absentee's responsibility to get that information from his buddy; **and** the parent's responsibility to collect books if needed. In grade 1, the classroom aide will keep a record of the work missed.

## **Bullying**

Good Counsel School expects students to always treat each other with charity and respect. The school will not tolerate student bullying, that is, any type of physical, verbal, or social/emotional behavior that is mean or hurtful toward another student.

Bullying is intentional harmful behavior initiated by one or more students and directed toward another student. Bullying exists when a student with more social and/or physical power deliberately dominates and harasses another who has less power.

Acts of bullying may include, but are not limited to:

- a) hitting, punching, shoving, pinching, tripping, spitting, scratching, damaging, hiding or stealing belongings, throwing objects at someone, or locking someone in or out (**physical bullying**)
- b) name-calling, making offensive remarks, taunting, teasing, put-downs (**verbal bullying**)
- c) spreading rumors or hurtful gossiping about or embarrassing someone, making fun of someone, using threatening looks or gestures, excluding or threatening to exclude someone from groups, ignoring, ostracizing or alienating, nasty notes, saying mean things using technology (**social/emotional bullying**)

Students who feel that they have been or are being bullied should speak confidentially to one of their teachers or to the principal. Students who are determined by the principal to have violated this bullying policy will be subject to the consequences in the Student Code of Conduct. Students who have witnessed or have reliable information that a student has been bullied or is being bullied must report the incident(s) to a teacher or the principal. Good Counsel School will not tolerate an act of reprisal or retaliation against any student who reports an act of bullying.

## **Bus transportation**

For those children who are eligible, bus transportation is provided through the local school district in which they live. Bus application forms are filled out in the spring of each year for the upcoming school year.

### **• Bus regulations**

Parents are reminded that proper conduct is expected of all children riding the bus. A driver's responsibility is a great one and he cannot be expected to fulfill his duties well if he is distracted by misbehavior on the part of the students. A Bus Conduct Report will be submitted by the driver to report misbehaviors. A reported act of misconduct may result in detention. Repeated acts of misconduct may result in suspension or loss of the child's riding privileges. Please see bus regulations found in the Student Code of Conduct.

## **Cafeteria**

Hot and cold lunches are available for purchase by the students. The cafeteria service determines cost. Lunch menus are provided on a monthly basis. Lunch may be paid for either daily, weekly or monthly.

Rules for proper behavior in the cafeteria are posted in the cafeteria. Please see cafeteria rules found in the Student Code of Conduct.

## **Cell Phones and Text Messaging**

Students are permitted to have a cell phone at school but the **cell phone must be turned off and kept in the book bag at all times while at school.** Text messaging is never allowed. Violators will have their phones taken and **only** his or her parent may reclaim the cell phone in the school office.

### **Child Abuse**

NJ State Law requires any person who has “reasonable cause to believe that a child has been subjected to child abuse or acts of child abuse to report the same promptly to the Division of Youth and Family Services by telephone or otherwise.” (NJS.A. 9: 6-8, 10 et seq.) Failure to report suspected child abuse is punishable as a disorderly person’s offense. (NJS.A. 9: 68-14) Under the law, anyone who makes a report shall have immunity from any civil or criminal liability that he/she may have otherwise incurred. (NJS.A. 9: 6-8.13)

### **Class trips**

Class trips, planned with an educational objective, are permitted and encouraged. Class trips are not to exceed the duration of a school day unless approved by the school administration.

A written permission slip signed by the parent must be submitted to the school before a child will be permitted to participate in a class trip. Adults may be needed to help chaperone on class trips.

### **Conferences/Appointments with Teachers**

Parent/guardian/teacher conferences are scheduled after the first Progress Report in October for the purpose of providing an opportunity to discuss, in detail, the student’s progress and performance. The school initiates these conferences and parent/guardian presence is mandatory.

If at any time, the parent/guardian wishes to arrange a conference about a personal concern, they should submit a request in writing or call the office to arrange a date and time.

Conferences are by appointment **only** and will be granted at a mutually convenient time for both teacher and parent/guardian. Care should be taken that parents do not approach teachers unannounced or call them at home.

### **Communications**

Effective communication is the single-most important factor that assures a positive relationship between the home and the school. Several modes of communication exist to help keep parents informed on policies, activities, upcoming events, and student progress. Regular forms of communications include the PTA newsletter, Parent-Teacher conferences, P.T.A. meetings, Progress Reports, and weekly updates from the Principal on the school website. Although most community and school information will be disseminated weekly to the parents on the website, there may be occasions when necessary information will be sent home to parents with the children.

Any communications, forms, monies, etc. that are brought to school are forwarded to the school office through the homeroom teacher. Individual students should not be sent to the office to forward messages, etc.

Please cooperate in returning all forms to school on the day designated.

### **Curriculum**

#### **Religion**

Christian education is intended to make one’s faith become living, conscious and active through the light of instruction. The goal of building a faith community and imparting religious truths and values is one that permeates all areas of the curriculum at Good Counsel School. Formal religious instruction is conducted daily. Such instruction focuses on Catholic Doctrine, Scripture, Church History, Sacraments and Values. Students are provided with the opportunity to participate in liturgical celebrations throughout the year

All students enrolled in Our Lady of Good Counsel School are required to attend religious services and participate in Religion classes. Students begin and end each day in prayer.

### **Sacramental Preparation**

Students in Second Grade are formally prepared for receiving the sacraments of Penance and Holy Eucharist. Students in Grade Eight receive the sacrament of Confirmation after completing a course of study and service, which begins in the Seventh Grade.

### **Integrated Language Arts**

The Language Arts curriculum is an integrated program incorporating both receptive and expressive language components. Reading and Listening are receptive language skills. These skills include the manner in which we receive and process information. Receptive language instruction focuses on decoding, comprehension, vocabulary, study skills, predicting outcomes, and formulating questions. Writing and Speaking are expressive language skills. These skills encompass ways we express information. Expressive language instruction emphasizes pre-writing, drafting, revising, editing (grammar, spelling, and vocabulary), publishing (handwriting), defining purpose, organizing skills, and oral communication.

Students in grades K-6 utilize Storytown published by the Houghton Mifflin Company. Students in grades 7-8 utilize Language of Literature published by McDougall Littell. Both these programs are literature-based and successfully integrate each of the Language Arts components within the framework of a weekly selection.

### **Mathematics**

The mathematics curriculum aligns itself with the guidelines established by the curriculum standards of the National Council of Teachers of Mathematics, the New Jersey Core Curriculum Standards and the New Jersey Mathematics Framework.

Students in all grades are instructed in the basics of computation as well as the abstract concepts involved in problem solving.

The goal of the program is to produce confident problem-solvers who value the importance, power and application of mathematics in their lives. Empowered with this confidence they can take their place as leaders in a highly technological society.

### **Social Studies**

An introduction to Social Studies is given in Grades K-3. Areas covered are: Families, Neighborhoods and Communities.

Formal instruction is given in Grades 4-8 and encompasses: The History of the State of New Jersey, Canada and Mexico, World History and United States History.

Components of the Social Studies program include instruction in map, globe, graph and reference skills, citizenship, social justice and current events.

### **Science**

The Science Program includes four distinct units of Life, Physical, Earth and Human Body which are taught in Grades K-8. Each unit teaches the content necessary for the students to be successful in the scientifically advanced world. This content is reinforced with a variety of related hand-on activities.

### **Art**

During Art instruction, creativity and appreciation of various art forms is emphasized. Lessons are sequential, with the students building each year on what was learned in previously. New skills are added appropriate for the age level. Art History is informally presented at the lower levels. Grades 6-8 have a specific Art History curriculum.

### **Physical Education**

The Physical Education program includes movement concepts and principles in learning and in development of motor skills. Instruction and application of personal fitness programs, rules, dance; sports and sportsmanship are also part of the program.

### **Foreign Language**

Spanish classes meet once per week for grades 3-8. Spanish is graded as a Special on the school Report Card.

### **Computer**

Computer classes meet once per week in the computer lab for grades K-8. All grades incorporate the skills and concepts learned in computer lab into the regular classroom curriculum. Please see the Acceptable Use Policy found in the Appendix.

### **Detention**

School or teacher assigned detention is held after school from 3:00 p.m. to 4:00 p.m. Students are responsible for being present and finding their own rides home. Two or more school or teacher assigned detentions may warrant an **N** (Needs Improvement) and/or a **U** (Unsatisfactory) for student conduct on the report card. Recess detention is held during a student's recess at lunch time.

### **Discipline**

Discipline is often a difficult but necessary virtue. According to the philosophy of Our Lady of Good Counsel School, it is definitely a part of education. We desire that our students understand the need for discipline and acquire responsibility and maturity through self-discipline. The proper attitude toward discipline on the part of a parent and student is essential in order that the child may grow spiritually, mentally and emotionally. As the student progresses from grade to grade, his behavior should improve because he has learned to control his tendencies, actions, words, and thoughts. This is an educated Christian who uses his intelligence and reason. There is a relationship between good discipline and the learning process: *the better one is, the better the other should be.*

Students should familiarize themselves with the rules and regulations established by the school and classroom teacher published in the Student Code of Conduct and continually strive to cooperate with such policies.

Lower grade discipline problems are handled on an individual basis by the teacher who will contact the parents as needed. In grades three through eight, a system of discipline exists in our school which keeps the parents notified of each infraction. Please see the Student Code of Conduct.

### **Dismissal of Car Riders and Walkers**

- Regular car riders and walkers will exit the school through the side gym doors and meet their parents in the parking lot between the school and the church.
- Occasional walkers/riders will meet their parents on Prospect Avenue at the South Washington street crossing.
- Children who have activities and/or Latchkey will remain in the multipurpose room until picked up by their coordinators

### **Dress Code**

- **Grooming**  
Attention to neatness and cleanliness in personal attire is an important aspect of a child's education. Shirts must be tucked in and shoes laced and tied at all times.

- **Hairstyles**  
Hair should be its natural color, clean and neatly arranged  
No extreme hairstyles for boys or girls will be permitted. Boys must maintain a well groomed hairstyle, neatly trimmed around the ears, short in the back and off the forehead at all times. Boys/parents may be asked to get a haircut when, in the opinion of the school, it is needed. Hair bands, which match the school jumper, may be worn by girls in K – 4. Small headbands or simple ribbons may be worn by girls in 5-8.
- **Jewelry**  
Small post earrings may be worn by girls (one pair at a time – no multiple piercings)  
Boys may not wear earrings  
Watches are permitted  
A small crucifix or religious medal on a thin chain may be worn by boys and girls  
No other jewelry may be worn. Wrist bands of any kind are not permitted.
- **Make-up**  
No make-up, nail polish or colored lip-gloss may be worn
- **Compliance**  
If, in the opinion of the school, a student violates the dress code, the parent will be notified and requested to rectify the situation before the student is readmitted to class.

#### **Casual Dress Days**

Occasionally, students may be permitted to wear clothes other than their uniforms to school. Students must wear clothing appropriate for an educational setting which instills the Christian values of **MODESTY** and **SELF RESPECT**. Shoulders, backs, and midriffs are to be completely covered. Jeans and shirts with slogans are not permitted. When a student is considered to be in violation of this policy, parental/guardian contact will be made. This means that a parent/guardian may have to come to school to provide appropriate attire.

#### **Emergency Management Plan**

Good Counsel School has an Emergency Management Plan. Depending on the circumstances of the emergency, Good Counsel School will either seek “shelter in place” (lockdown) within our classrooms following standard lockdown procedures or if the emergency necessitates the evacuation of the school, we will immediately seek shelter in Our Lady of Good Counsel Church.

Plans are also in place to coordinate the release of students in the event that parents come to school to retrieve their children. In the case of a shelter in place/lockdown situation in the school, parents/guardians/emergency contact persons will be directed to our multipurpose room/gym which will serve as our releasing area. School personnel will arrange for each student to be brought from the classroom to the releasing area (multi-purpose room). Students will be released from the multi-purpose room only, following established procedures.

The same procedures would take place at the front of the Church in the event of an evacuation to the Church. Early Childhood would release their children directly from the Early Childhood Center.

Whatever steps are taken in the event of such an emergency, the school will activate our Honeywell Instant Alert system in order to communicate with our parents. Classroom teachers know how to talk with their students about our emergency steps expressing an age appropriate level of concern and assurance of the children’s safety and security always in a calm reassuring manner.

#### **Expulsion**

In all cases involving possible expulsion from a Catholic School, the parents of the student will be notified as soon as possible and a conference arranged between parents, student, Pastor and Principal.

Expulsion is viewed as a radical action, at which point the school feels that the student's interest would be better served in another environment or that the student's behavior is a serious threat to the school community.

### **Fire drills**

In compliance with the school laws for the state of New Jersey, fire drills must be held monthly. Students are to exit the building at the sound of the alarm in a quiet, orderly manner.

### **Government aid**

Good Counsel School receives both federal and state aide that provide a number of educational services for our students. At the state level the school receives funds for textbooks, nursing services, technology (computers), compensatory educational services in reading/writing and math, supplemental instruction for classified students, corrective speech services and Child Study Team services for the examination and classification of students with learning disabilities. Parents also receive state funding which provides free busing of children or a reimbursement in lieu of busing. At the federal level the school receives No Child Left Behind (NCLB) grants Titles II, IV, and V which benefit our teachers and students in the areas of staff development, safe and drug free schools and innovative programs. The school also is eligible for Individuals with Disabilities Educational Act (IDEA) grants for students with disabilities.

### **Graduation**

Graduation exercises take place after a special Eucharistic Liturgy. At the conclusion of this Mass, a diploma is awarded to each student who has demonstrated satisfactory mastery in all subject areas. Any student who does not meet this requirement will not receive a diploma until the necessary courses are made up through attendance at summer school or through tutoring.

A special class trip is planned for the Eighth Grade prior to graduation. Details regarding the trip are planned and communicated by the Eighth Grade teachers.

### **Hats**

As a general rule, students are not permitted to wear a hat of any kind at school except in any cold weather conditions or for medical reasons as determined by the school.

### **Health Office**

Good health for your children begins in their own homes. Proper sleep, good nutrition, good hydration, and proper hygiene on a daily basis are of utmost importance. In addition, encouragement and reinforcement of frequent and proper hand washing technique (especially after lavatory use and care of nasal discharge, and before eating) will also promote good health.

A registered nurse is on duty in the health office on a daily basis from 8:00 a.m. to 2:30 p.m. **This is for emergency treatment only.** Ailments that are complained of at home by a child should be addressed at home with/without the contact of the child's own health care provider. If a child is ill before coming to school, keep the child at home – for their well being as well as the well being of their classmates and our staff. Below are some factors to be considered in making an educated decision on whether to keep a child home:

- A temperature of 100 degrees or above in the morning **“or”** the previous evening (regardless of child's complaints)
- Nausea/vomiting/complaint of no appetite
- Diarrhea
- An unidentified rash
- A sore throat complained of for more than one day.

Parents should not send children to school with the idea that if they do not feel well they “will be picked up”. If a child comes to the health office between 8:00 a.m. and 2:30 p.m. an assessment will

be made by the school nurse as to whether the child returns to class or goes home. If a child complains that he/she is sick after 2:30 p.m., the school office will make a determination as to whether the child is too sick to stay in class. A parent who has a concern or new information regarding a child's health should leave a voice mail message for the nurse in the morning.

All immunization requirements for new students/transferring students/grade related immunizations will be made available from the health office. These records **must be submitted** on a form signed by the health care provider. Parental records **are not acceptable**. All private physical forms for new students/transferring students/those participating in school sports will be made available from the health office. This is to include a questionnaire filled out by a parent/guardian regarding the child's health history (state law now requires an updated questionnaire filled out by the parent/guardian if the private physical was performed more than 60 days before participation in a sport begins).

Prescription and non-prescription medications, treatments, etc. will be given by the registered nurse on duty "only" if accompanied by a school permission form signed by a parent/guardian **and** a physician and is on file in the school health office for the current school year. Medications must be hand delivered to the school health office in the original container from the pharmacy or sealed over-the-counter medications by the parent/guardian. (Only extra strength Tylenol, regular strength Tylenol, junior strength Tylenol chewable, and children's chewable Tylenol are kept in the health office.) **\*\*NO MEDICATION IS TO BE CARRIED BY A STUDENT\*\***. An inhaler for asthma or asthma-like conditions may be carried by a child **if** a note is on file in the health office from the child's physician stating that the child has been instructed in the use of this inhaler, when and how often to use this inhaler, if child is to report to health office for assessment after use, and procedure to be followed if inhaler does not relieve symptoms for which inhaler was ordered.

A parent/guardian or a designated representative with written permission on file in school health office for the current school year is asked to accompany any child in need of medications/treatments during class trips, field days, etc. **No teacher or other parent on class outing is legally able to dispense any medications.**

**Parents are asked to be prompt in updating changing information regarding telephone numbers for contacts, and updated health information.**

**Parents are also asked to have an ill child picked up from the health office within one hour of notification.**

In addition, the Diocese of Trenton has a secondary insurance policy for students who sustain an injury during school hours/school sponsored activity. All claims are to be submitted to the parent's primary insurance company first. The secondary insurance form may be obtained from the school health office.

### **Homework**

Homework is an integral part of the education program. This is a matter of discipline. PLEASE see that your child has a quiet place in which to study – well removed from the Television. In the lower grades parents may assist the child. Parents are required to sign homework (Gr.1-3) and test papers (Gr. 1-8).

Homework is a necessity. It may take the following forms:

1. Written assignments
2. Work not completed in class.
3. Reading assignments
4. Study and review assignments.
5. Long-term reports or projects.

In **ALL** grades parents should check this work for completeness and neatness. Answers should be corrected and spelling checked carefully. A child will **always have study or review work** for reinforcement.

Each student is to copy the assignments for the day in an assignment pad. It is his/her **RESPONSIBILITY** and part of his/her training in becoming a dependable adult.

It is the parent's responsibility to see that the child comes to school prepared to do his/her work; rested, in good health, having eaten a good breakfast, with at least 3 sharpened pencils, pen, stationery, and books properly covered.

Students are responsible for studying for a minimum average of

<b>Grade 3</b>	<b>30 minutes</b>
<b>Grade 4</b>	<b>45 minutes</b>
<b>Grades 5 &amp; 6</b>	<b>60 minutes</b>
<b>Grades 7 &amp; 8</b>	<b>90 minutes</b>

### **Honor Roll (Grades 4-8)**

**First Honors** – **“A” or “93 or above”** in major subjects; no grade of **“1 or 2”** in the specials (Computer, Art, PE, Library, Spanish) and **no “N or U” in School Conduct.**

**Second Honors** – **“B” or “85 or above”** in major subjects; no grade of **“1 or 2”** in the specials (Computer, Art, PE, Library, Spanish) and **no “N or U” in School Conduct.**

The end of the year Awards Assembly covers the first two marking periods for the year.

### **Identification of personal items**

**Please** see that your child's belongings (coats, jackets, boots, lunch boxes, paper lunch bags, and all school books are labeled with his/her name. This can easily be done with a ballpoint pen or permanent magic markers.

### **Library**

The library is available to all students of Good Counsel School. The librarian visits the kindergarten classes for a weekly story time. Grades 1 and 2 have two one-half-hour sessions in the library each week. Grades 3 thru 8 have a weekly 45-minute library period. Upper grade students have the opportunity to visit the library in the morning prior to announcements. The librarian guides the students in their selection of reading material for enjoyment and research.

During the scheduled library times, primary students enjoy stories and learn about authors and literary genre as well as basic library skills. Middle grade students learn library and research skills, are introduced to new books, and enjoy book discussions in coordination with their Language Arts program.

Books are borrowed for one week and may be renewed unless the book is on reserve for another student. A fee of 25 cents is charged if a book is one week overdue; after that time, the fee is an additional 5 cents per day. All damaged or lost books must be paid for or replaced. Children are encouraged to treat their library books with care and responsibility.

### **Lockdown (Shelter in Place) Drills**

In compliance with the school laws for the state of New Jersey, emergency lockdown (shelter in place) drills must be held monthly. Emergency procedures for lockdowns are found in the school's Emergency Management Plan. At the beginning of the year teachers will familiarize their students with the school's emergency procedures.

### **Monies**

Whenever it is necessary to send money to school, please send it in an envelope stating the child's name, amount, grade, and purpose for the money. To facilitate the collection of money, please enclose the **exact**

amount. Separate envelopes should be used when money is sent for more than one purpose. Checks should be made payable to **OUR LADY OF GOOD COUNSEL SCHOOL**.

### **Parent Requests**

All parents (Grades K-8) are asked not to call or write and request a particular teacher or classroom that they want for their child. Assigning children to teachers or classrooms is the responsibility of the school. Many factors go into making the assignment of children and a process for doing so is followed by the teachers and school administration. A parent's preference is not one of the factors. Parents are asked to respect school policy and not call, write or request a meeting to ask for a particular teacher or classroom for their child.

### **Parental custody**

In situations of separation or divorce, the school office must be informed of custodial arrangements at the beginning of the school year when information data is gathered. If the court extends or limits the rights of either parent, there should be a valid court order of entry specifying these extensions or limitations. A parent (custodial or non-custodial) should produce a valid certified copy of such an order to the principal if the parent is seeking a right outside the usual rights. It is the parent's duty to inform the school of a separation or any applicable court order.

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), non-custodial parents have the same rights of access to student records as custodial parents, unless there is a court order to the contrary. Non-custodial parents may keep abreast of school programs and receive copies of their children's grades by requesting in writing that progress information be sent to them.

### **Parking Lot Traffic**

For the safety of the children, the parking lot will be closed to traffic at arrival, lunch and dismissal times, approximately

8:00 a.m. - 8:35 a.m. (Arrival)  
11:00 a.m. - 1:00 p.m. (Lunch)  
2:45 p.m. - 3:10 p.m. (Dismissal)  
(11:45 a.m. - 12:10 p.m. on half days)

- **Heritage House Driveway Off Limits at Arrival and Dismissal Times**

The driveway between the Heritage House and Quinn House should not be used by parents to drop off students in the morning or when picking up students at dismissal time. The driveway at those times of the day is limited to Heritage House personnel only. Parents are asked to cooperate with this off limits policy at those times.

**\*Please do not move barriers**

### **Physical Education**

This program provides each student with 30-45 minutes of physical education each week and aims to develop and improve coordination, increase general muscular strength, and encourage cooperation, leadership, and good sportsmanship.

Parents are requested to see that the children cooperate with the following regulations:

Sneakers are to be worn to school. They are to wear their gym suits under their warm-up suits.

If a student is not permitted to take part in gym for any reason, a written note is to accompany the child to class. If the child must miss more than one class, a physician's note is then required.

Please notify us of any pertinent information regarding your child's health that would affect his/her physical ability. This includes any physical handicap, allergy or disability.

### **Pictures**

School pictures are taken during the year. It is optional for parents to purchase the pictures. Graduation, team and Student Council pictures are also taken and may be purchased on an optional basis.

### **Playground**

The playground is a place for students to socialize and release energy in a safe manner. Playground monitors supervise playground activities. Students are required to be respectful and follow playground rules. Tackling, fighting or any form of rough play is not allowed on the playground. Using improper or obscene language, gestures, etc. are considered unacceptable behavior. Please see Playground rules found in the Student Code of Conduct.

### **PTA**

Good Counsel's PTA is a vibrant organization that fosters a mutual understanding of and appreciation for the ideals of Catholic education. The PTA is involved in a wide spectrum of activities ranging from fund raising events to sponsoring children's programs. Family participation is encouraged with many of the activities. Through the PTA Participation Plan families receive membership in the organization and are given vouchers to be used for a variety of PTA-sponsored events. Meeting dates are included on the school calendar.

### **Report cards/Progress reports**

Report cards are issued three times per year. The report card cover is to be signed by the parent and returned to the classroom teacher at the end of the first two trimesters. The final report card in June may remain home.

Interim progress reports are issued for each student approximately half way through each trimester.

### **Right of Principal**

The principal maintains the right to determine the seriousness of policy infractions and rule violations. The Principal decides if certain cases of misconduct require stronger consequences as listed in this document.

Good Counsel School or the Principal retains the right to amend this handbook for just cause and parents/guardians will be given prompt notification of changes.

### **Safety**

Crossing guards are stationed at the main intersections close to Our Lady of Good Counsel Parish School for the protection of your child before school and at dismissal time.

Your child should be instructed to go directly home from school immediately upon dismissal, to cross **ONLY** at intersections so protected, and to refuse to approach or enter the car of anyone he/she does not know. Children are **NOT** to leave the school grounds during school hours without permission from school authorities.

### **Shadow Days**

Only 8<sup>th</sup> Grade Students are permitted to have shadow days (a day to visit a prospective high school). The shadow day must be taken prior to the high school's application deadline date and approval for the shadow day must be requested by the parent in writing two weeks prior to the shadow day.

### **Suspension**

Suspension from school is a serious disciplinary action taken by school authorities against a student whose actions constitute a serious disciplinary infraction and is contrary to the good order and Christian climate of the school. Parents will be notified in writing if such action is necessary. A written record of a student's suspension is kept in the permanent record file.

### **Telephone**

The school phone is for office use only. Students may use the phone only in the case of an emergency with the Principal's permission. Permission **WILL NOT** be given to students to call home for forgotten supplies or to communicate social plans. Please do not request that a child phone home during or after school for any reason. If it is necessary to communicate a message, the parents are expected to phone the school. The message will then be forwarded to the student. During the school day, students or teachers may not come to the phone to receive messages.

### **Uniform Requirements**

Regulation uniforms, shirts, shoes and socks are to be worn everyday unless otherwise notified. The uniform, shirts and socks must be purchased through Flynn and O'Hara Uniforms. Shoes should be purchased through Carl's Shoes. All school apparel must be marked plainly with the name of the child.

#### **Girls Uniform**

Plaid uniform jumper (K-4) or kilt (5-8) worn no more than 2"  
above the top of the knee cap  
Yellow Oxford Shirt (Long or short sleeves) or yellow turtleneck  
with green cardigan (K-4), pullover (5-8); or  
Yellow knit long sleeve shirt tucked inside kilt with/without sweater  
Green tights or knee socks  
Uniform shoes laced and tied

#### **Fall/Spring (Optional)**

Green walking shorts (K-4) or kilt (5-8)  
Yellow knit short sleeve shirt tucked inside shorts or kilt  
Shoes and socks as above

#### **Boys Uniform**

Grey uniform trousers worn at waist, not on the hips  
Yellow oxford shirt (long or short sleeves) with school tie and sweater vest; or  
Yellow turtleneck shirt with sweater vest; or  
Yellow knit long sleeve shirt tucked inside pants with/without sweater vest  
Grey or black belt  
Grey or black crew socks only (No low cut socks)  
Uniform shoes laced and tied.

#### **Fall/Spring (Optional)**

Grey walking shorts worn at the waist, not on the hips  
Yellow knit short sleeve shirt tucked inside pants  
Shoes, socks and belt as above

#### **Gym Uniform**

Grey tee shirt with school logo  
Blue shorts worn at the waist  
Navy sweatshirt with logo and pants  
(sweat suit optional in Fall/Spring)  
Sneakers properly laced and tied at all times  
White sweat socks **clearly visible above the sneakers** ("No show" socks are not permitted)

### **Visitors, including parents, to the school**

For the safety of the children and to avoid class interruptions, **all visitors, including parents**, must report to the office before visiting other parts of the building, except at times of public function.

If it is necessary to bring articles of clothing, lunches, etc. to school during the day, they should be brought directly to the main office.

### **Withdrawal**

Parents of students who are withdrawing from Good Counsel should inform the school office in writing as to the date the child is leaving and the school to which his/her educational records are to be sent. The parent must sign a record release form so that records can be sent to the new school upon request of that school's principal. All text books and library books must be returned and all tuition and other debts must be paid. Parents are advised that once a child is transferred from Good Counsel for any reason other than a change of residence, the child will not be readmitted.

## **Appendix**

### **Technology Acceptable Use Policy**

#### **Purpose**

The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. To remain eligible users, students must restrict their activities to those which are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege, which entails responsibility on the part of the user.

A global and diverse electronic communications network, the Internet provides world-wide access to computers containing information resources which may not be considered of educational value in the context of the school setting or of a suitable nature for school-age students. The school considers the information gathered from the Internet and obtained from all other software in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when students are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Student access to, and use of, the Internet as well as all other computer-related technology, shall be at all times under the direct supervision of the professional educational staff. Consequently, whenever possible, links to Internet sites shall be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user shall be provided with guidelines and/or references geared to the particular learning objectives.

#### **Student Supervision**

In order for a student to gain access to school-provided technology, including the Internet and electronic mail, he/she must obtain the written permission of the parent/guardian, who shall have the option of denying their son/daughter Internet access by requesting an alternate assignment. All students must sign the Technology Acceptable Use Policy. Students utilizing Internet access are responsible for their behavior on-line in accordance with the school's disciplinary policy. Users shall not be permitted to use any technology while access privileges are suspended or revoked.

Insofar as school administrators and faculty may review files and monitor all student computers, local area network, and Internet activity to maintain system integrity and ensure that users are acting responsibly, the privacy of student files and electronic mail are not guaranteed in the school setting. Students violating the

policies governing standards of conduct or the use of technology, including the Internet and electronic mail, shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including, but not limited to, loss of data resulting from delays or interruptions in the Internet or in-school network services and/or hardware failure. The school will not be responsible for the accuracy, nature, or quality of information stored on any fixed or removable electronic media, whether on workstations, stand-alone computers, or servers nor for same obtained from school-provided Internet access. Further, the school shall not be responsible for personal property used to access stand-alone or networked computers nor for unauthorized financial obligations resulting from the access to the Internet. These guidelines and all its provisions are subordinate to local, state, and federal statutes. All users of the school's Internet access must also comply with the Internet Service Provider.

Students shall not deliberately use school computers, networks, electronic mail, or access to the Internet to create or transmit text, images or audio which could be considered as damaging another's reputation, abusive, obscene, sexually oriented, offensive, threatening, inflammatory, discriminatory, harassing, or otherwise illegal or contrary to school policy.

Students shall not intentionally damage, misuse, or tamper with any hardware or software, network system, or information belonging to others, or allow others to do the same. Users shall not deliberately interfere with the ability of other persons to send/receive electronic mail.

Students shall not remove technology hardware or software from the school without permission of the teacher or administrator(s).

Students shall not gain unauthorized access to resources or entities (such as restricted IRC chat area) or invade the privacy of others, except as otherwise provided in this policy.

Students shall not post anonymous messages or any material authorized or created by another person without his/her consent.

Students shall not use a school network for commercial or private advertising.

Students shall not use the school network or electronic mail in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

Students shall not subscribe or use fee-based on-line services without the prior written approval of the school's administrator(s).

Students may not use electronic mail for any illegal activity, including but not limited to violation of copyright laws. Students shall not forge electronic mail messages or web pages.

Students shall not transmit personal information about other students including, but not limited to, student names, addresses, and phone numbers without the written permission from the student or his/her parents/guardians.

Students shall not respond to unsolicited electronic mail messages from any source, which consists of obscene, suggestive, illegal, offensive, pornographic, or objectionable content without permission of their supervising teacher.

### **Staff Responsibility**

All school staff members whose duties include supervising students or staff using school computers, networks, Internet access, or electronic mail are obligated to read, understand and adhere to those procedures and should enforce the rules concerning acceptable use of school technology. Whenever a staff

member in the course of his/her duties becomes aware of violations of the Technology Acceptable Use Policy, he/she is required to advise the user and address the school's disciplinary code.

### **Parental Responsibility**

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students. As such the school cannot assure parents that students will be denied access to every and all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals, and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods via the Internet which could result in unwanted financial obligations for which a student's parents or guardians would be held responsible.

### **Guidelines**

The educational value of the school's use of technology, including student access to the Internet and electronic mail, is the responsibility of the teachers as well as the students and their parents/guardians. Given the school's limited availability of technology, students are expected to use these resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy and goals and the educational mission of the school. Students shall report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and informational administrator.

Students shall not intentionally make unusable or inaccessible any individual's computer data files and/or programs resident on any removable or fixed electronic storage media.

Students shall not access another person's materials, information, or files without the implied or direct permission of the person. Users shall not attempt to read, delete, copy or modify the electronic mail of any other person.

Students shall not use or attempt to obtain another users password.

Students shall not use school computers, networks, or access to the Internet for unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.

Students shall not copy, change or transfer any software or documentation provided by the school, teachers, or that of another user without permission from the school administrator(s).

Students shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. (FORM: Appendix 2550)