

*St. John the Baptist Regional Catholic School
2011-12 Policy Handbook*

School Philosophy

St. John the Baptist Regional School is a Catholic School community comprised of children, parents, priests, faculty, and staff whose purpose is the education of children and adolescents.

Our Philosophy of Education is two-fold:

To bring each member of this community of faith into a living relationship with Jesus Christ, through prayer, instruction, and experience and to educate the total student to the best of his/her potential in the areas of spiritual, moral, intellectual, personal, social emotional, and physical development.

Each member is encouraged to participate more fully in both their faith and civic communities through worship and service.

St. John the Baptist Regional Catholic School
Code of Conduct

Conduct

A student may be dis-enrolled at any time at the discretion of the administration consistent with but not limited to the following content. The administration may choose not to accept a student for enrollment for reasons consistent with but not limited to the following content as well.

Student Code of Conduct

St. John the Baptist Regional Catholic School has the right to dis-enroll any student based upon conduct that is not consistent with our philosophy, mission statement, goals, objectives and code of conduct delineated in our handbooks and policy. This could include but is not limited to criminal arrest and conviction at the local, state, or federal level. As a nonpublic school, we have the right to consider all conduct internal or external to the school. For instance, a student may be dis-enrolled for conduct that is not consistent with our philosophy, mission statement, goals, and objectives and code of conduct whether the action or incident occurs at the school, school event, or within the community at large.

Academic Apathy

St. John the Baptist Regional Catholic School has the right to dis-enroll any student based upon lack of effort in the classroom such as failure to display appropriate classroom behaviors necessary for academic success. This may include but is not limited to completion of homework and classroom assignments, failure to come to class properly prepared, and/or behaviors that impede or disrupt the academic or social environment of other students.

Financial

St. John the Baptist Regional Catholic School has the right to dis-enroll any student based on noncompliance with the diocesan and school tuition policy.

As St. John the Baptist Regional Catholic School is a private, nonpublic institution, the administration reserves the right to terminate enrollment of a student for any reason at any time. Any disciplinary policies and procedures are simply guidelines that the school generally follows. These guidelines do not impede this right by administration to terminate the enrollment of a student for any reason at any time.

Family Code of Conduct

St. John the Baptist Regional Catholic School has the right to dis-enroll any student based upon the student's family member, extended or immediate, causing disruption in the school community in any way. This would include a family member having conduct that is considered by the administration to be a detriment to the educational environment or school community. The administration will consider all disruptive or detrimental conduct that is not consistent with our philosophy, mission statement, goals, objectives, and code of conduct.

Family Code of Conduct
St. John the Baptist Regional Catholic School
2011-12 School Year

I/We have read this Code of Conduct and agree to follow the terms as stated.

Name of Parents/Guardians _____

Signature of Parents/Guardians _____

Date _____

Please return to the School Office by September 30, 2011

Thanks

Administration

Board of Pastors

St. John the Baptist Regional Catholic School is governed by a board of pastors from the churches of St. Joseph, Everson, St. Pius and Visitation, Mt. Pleasant, and St. John the Baptist, Scottsdale. The members consult with the principal of the school to guarantee an effective program of religious education and other areas of instruction, marketing, finances under the direction and supervision of the Superintendent of Schools.

Principal

The principal is the delegated administrative officer of the school and is responsible for its organization, supervision, and discipline according to the terms of contract with the Board of Pastors and the Superintendent of Schools. The principal's further duty is to cooperate with the Board of Pastors in fulfilling all administrative responsibilities in the school. The principal also works closely with the Superintendent of schools to see that everyone follows and supports the mission statement and policies of the Office of Catholic Schools.

Responsibilities of the School Principal

- **To enhance the Catholic Identity of St. John the Baptist School**
- **To develop the instructional program in collaboration with the members of the faculty**
- **To provide effective leadership**
- **To oversee the maintenance of the buildings so that the students' and teachers' health, safety, and well-being are not endangered**
- **To give frequent reports to the Board of Pastors regarding the progress of the school and its' students**
- **To see that the reports of the school are properly completed and returned to the Catholic Schools Office in a timely manner**
- **To be involved in the hiring and dismissal of teachers**
- **To see that school policies and procedures set forth by the Office of Catholic Schools are implemented**

Faculty

The staff consists of dedicated lay teachers. The lay teachers are screened and approved by the Office of Catholic Schools. All teachers are certified and qualified educators who are working to meet the needs of children by their participation in workshops, classes, and in-service programs to keep themselves abreast in the teaching field as well as the teachings of the Catholic Church. Teachers adhere to and comply with any and all federal, state, and local laws as well as the teaching doctrine and laws of the Roman Catholic Church.

School Procedures and Regulations

Admission & Withdrawal

Parents or legal guardians of perspective students must file all appropriate diocesan registration forms for admission at the school office. Priority in admission will be as follows: Parishioner, Non-Parishioners, and Non-Catholics

Any preschool child who reaches the age of three by September 1 may enter the preschool. Any child who reaches the age of five by September 1 of the current school year may be admitted to kindergarten unless evidence is present that the child is not ready to begin. Any child who reaches the age of six by September 1 of the current school year may be admitted to the first grade unless evidence is present that the child is not ready to begin. Parents or guardians must accompany the child to school for the purposes of registration and verification of residency. Registration for the following year will be held during the second semester. On the date of registration, the following documents must be presented along with a registration fee:

- 1. birth certificate or copy of the certificate**
- 2. a baptismal certificate (if applicable)**
- 3. an immunization record**
- 4. verification of residence if living with a person other than a parent.**

Children of any race, color, creed, national origin, or any students with special needs are eligible for admission.

Transfers

Transfers, to or from St. John the Baptist Regional Catholic School, usually takes place at the beginning of the school year and between first and

second semester. No student records will be released if any tuition or fees are due to the school.

Withdrawal

Parents are requested to give ample notice if a child is being transferred to another school. Stating the school the child will be attending is necessary. After April 1, no refund will be given on tuition if your child(ren) withdraws from the school for any reason.

Tuition

Tuition is based on need. A financial statement with tax forms are submitted to the FACTS company to determine the cost of tuition based on need. Financial Aid is available for all grades. An appeal may be filed to the school principal if finances cannot be agreed upon.

Tuition must be current to receive a report card and participate at graduation. If a student transfers to another school, tuition may be refunded on a prorated basis. Arrangements for any such refund should be made through the school administration and finance office.

All families must follow the terms of the Diocesan Tuition Policy. See Appendix.

Attendance

Law requires children of compulsory school age, up to seventeen, to attend an approved education institution, unless legally excused pursuant to Diocesan Policy No 4110. The school recognizes many specific reasons for which a child may be excused from school for all or part of a school day including, but not limited to:

- 1. observance of a religious holiday**
- 2. receipt of religious instruction**
- 3. educational trips not sponsored by the school**
- 4. attending medical or dental appointments which cannot be arranged after school hours**
- 5. illness or other urgent reasons of an emergency nature**

Not excused or unlawful absences include, but are not limited to:

- 1. truancy**
- 2. parental neglect**
- 3. illegal employment**
- 4. pupils who run away from home**
- 5. shopping**
- 6. trips not approved in advance**

Students are expected to report to school on time. In case of an absence, students must bring a written excuse from their parent or guardian upon returning to school the first day after an absence. The excuse must contain the following information:

- 1. date of the note**
- 2. the name and grade of the student**
- 3. date of the absence or tardiness**
- 4. cause of absence or tardiness**
- 5. signature of a parent or guardian**

The student is responsible for making up all assignments and tests missed during an absence from school. The student will normally be permitted five school days to make up missed work. It is the student's responsibility to obtain the assignments and return them to the teacher at the time designated.

Vacations during the school year are strongly discouraged. If students are taking extended vacations during the school year, advance notification must be given. According to the policy of individualized and continuous education, students will not be given assignments before vacation. The student is required to make up work when he/she returns.

Parents or guardians need to call the office by 9:00 A.M. if a student is ill or not coming to school. Homework requests may be made at this time.

Tardiness/Absence

A student is tardy if he or she is not in the classroom for the opening exercises at 8:50 A.M. Repeated cases of tardiness will be brought to the attention of the principal and the parents will be notified. A student who has any kind of appointment before school and arrives after 8:50 A.M. is tardy.

If school is in session and a child is NOT present, he/she is marked absent.

Emergency Care

An emergency card will be sent home the first week of school. It should be returned immediately. This will guarantee prompt action and notification in case your child becomes ill or has an accident. Any change of a phone number or address must be submitted to the school office.

Office Hours

The school office is open from 7:15 A.M. to 3:30 P.M Monday through Friday. Please contact the school for summer office hours.

Telephone

It is important that the school telephone be available for office calls. Children may use the school telephone with permission of the principal, the secretary, or a teacher and only for school related business. Students may have cell phones but they must be off during the day and remain in backpacks.

Dress Code

**Students are to follow the dress code. (See Appendix)
There will be periodic “dress down” days. Outfits must follow the values and philosophy of our school. If inappropriate, parents will be notified and expected to bring a change of clothes.**

Dress Up/Dress Down Days

Dress-Up and Dress Down Days will be announced by the principal.

Dress up Days means dress up

No jeans-no tennis shoes-no t-shirts with inappropriate logos

Dress down Days mean jeans and tennis shoes are permitted.

However, no t-shirts with inappropriate logos are permitted.

Books

We are continuously updating the textbooks and curriculum to meet current standards. Many of the textbooks are received through Acts 195 and 90 and are not the property of the school. Each parent, therefore, signs a textbook loan card upon registration. Students are to have some type of book bag.

School Procedures and Policies

Homework

Homework is essential for the full scholastic development of the child. Children are expected to do a reasonable amount of home study, and it is the responsibility of the parent to supervise this work. Homework may consist of written assignments, reading, research, or work on special projects.

School Visits, Deliveries, and Early Dismissals

Anyone entering or leaving the building must first report to the school office. Parents are not to take lunches, shoes, books, etc. to the classroom. Any such transaction to child or teacher must be made through the principal's office. This practice helps eliminate class interruptions. Students who need to be dismissed early for medical or health reasons must be signed out by the parent or guardian in the school office.

School Closings and Delays

In case of inclement weather, it may be necessary to close school or delay the school opening. We follow the decision of the Southmoreland School District. Closings will be broadcasted on T.V. channels – KDKA-WTAE and WPXI. Should it be necessary to close the school for some unforeseen reason, it will also be announced over the radio.

Breakfast

Students are offered breakfast on a daily basis from 8:15 – 8:45 a.m. Prices will be announced at the start of the school year.

Lunch Program

Students may purchase their lunch or bring a lunch from home. Students are not permitted to bring carbonated beverages or glass containers. Free and reduced lunches are offered for eligible families. No child will be discriminated against because of race, sex, color, national origin, age, or disability. Prices for lunches will be announced at the start of the school year.

Safety Rules/Disaster Drills

Fire and other safety drills will be conducted throughout the year. Students are to remain quiet and attentive to the teacher during all safety drills.

Party Invitations

No party invitations will be distributed unless the entire class is invited. If this is impossible, please make other arrangements other than through school.

Health Services

The local public school district provides limited health services to our school. We also have a nurse on site for at least 15 hours per week. Health testing and screening will be administered to the student in accordance with the policies and procedures set by the local public school districts.

Children must be immunized before entering school, as required by state law. No child will be permitted in school without the following immunizations:

- 1. three DPT (diphtheria, pertussis, tetanus) – state requirements**
- 2. three – OPV (oral polio vaccine) – state requirements**
- 3. two MMR (measles, mumps, rubella) given on or after the first birthday – state requirement**
- 4. The state requires all students entering school for the first time must have completed the series of three Hepatitis B inoculations to enter school.**

Pennsylvania Department of Health also requires that all students entering Kindergarten and 7th grade must be immunized with chicken pox vaccines or have chicken pox immunity.

In case of an emergency concerning the health of a student, the school nurse and school principal will be notified immediately. The school nurse will be primarily responsible for rendering medical assistance. If the parent, guardian, or person designated on the student's emergency card cannot be reached, the school nurse or school principal will decide whether hospitalization or further treatment at a medical facility is necessary.

The school nurse will maintain an emergency card for each enrolled student. This card will contain the following information:

- 1. student's name**
- 2. name and address of parents and guardians and where they may be reached during school hours**
- 3. name, address, and telephone number of a third party who may be contacted in the event the parents or guardians cannot be reached.**
- 4. parent's signature**

In case of illness during school hours, the principal may send a child home if parents have been notified and transportation arrangements have been made. Children are not permitted to call the parents or dismiss themselves.

Medication Policy

The Office of Catholic Schools, Diocese of Greensburg, recognizes that parents have the primary responsibility for the health of their children. It also recognizes that many children are able to attend school because of the effective use of medication in the treatment of chronic disabilities or illness. The Office of Catholic Schools believes that every effort should be made to administer medication at home. However, any student who is required to take medication during the regular school day must comply with school regulations. These are necessary for the protection of both the student and school personnel.

This policy will be implemented in collaboration with public school districts that provide health services to Catholic schools.

Only essential medications will be given at school, with parent/guardian taking full responsibility for any medication sent to school.

Administration of Medication During School Hours

Every request to have medication administered to a student must be accompanied by a physician's statement setting forth the following:

- 1. date**
- 2. student's name**
- 3. diagnosis**
- 4. medication, the dosage, administration directions, and time intervals**
- 5. possible side effects**
- 6. any curtailment of specific school activity (lab, sports, shop, etc.)**
- 7. listing any other medications which have been prescribed by the physician**
- 8. physician's signature and telephone number**
- 9. a parent signature**

School Nurse Responsibilities

The nurse is responsible for orientation of the person(s) authorized to administer medication. Orientation should include:

- 1. principles of medication administration**
- 2. review of specific medications which are to be administered, including side effects**

For students on long term medication, the nurse should have conferences with parents regarding responses to medication. Written reports should be given as needed.

A Parent/Guardian Administration of Medication Permission Form must accompany the physician's written approval/request. This form will include the following: (See Appendix A)/

The school nurse or a person designated by the school administrator will administer the medication.

Delivery of Medication

Medication to be administered to a student must be delivered to the school office by the parent, guardian, or responsible adult.

- 1. If the school nurse is not available, the principal will designate a responsible adult.**
- 2. The medication will be recorded in the log with the date, name, and amount of medication delivered and signed by the parent.**
- 3. The physician's written request and parental authorization is brought with the medication and delivered to the school nurse or designated person.**
- 4. The parent should notify the school nurse in advance that the child will need medication unless circumstances dictate otherwise.**
- 5. When someone other than the parent brings the medication to the school, the medication should be placed in a sealed envelope by the parent. It should be marked with the name of the child, the name and amount of medication sent, or be in pharmacy labeled bottle.**
- 6. Follow the same procedure for over the counter medication.**

Medication Restrictions

Supply of medication to be kept at school:

- 1. single day supply for short term illness**
- 2. one to two weeks for long term chronic illness**

This would allow the nurse to meet with the parent(s) and discuss the child's response to the medication, etc. The amount of medication stored by the school should be based on the length of time medications are to be administered and other individual factors.

Labeling and Storage of Medication in Schools

Labeling

Medication brought to school must be in a properly labeled container. The container should be labeled by the pharmacist or doctor. The label must include:

- 1. student's name**
- 2. name of the physician**
- 3. date of prescription**
- 4. the name and telephone number of the pharmacy**
- 5. name of medication, dosage, and frequency of administration**

Storage

Medications are stored in a locked container in a secured area. Medications requiring refrigeration are stored in the refrigerator.

Unused Medication

Unused medication will be given to parents. Record date, time, amount, and signature of parent/guardian or adult receiving medication.

Intermediate Unit

Intermediate Units 1 & 7 provide personnel to assist students in various ways.

Counseling

A guidance counselor is available to the students at least one day a week. Students may request this service or be recommended by a parent, teacher, or principal.

Psychological Testing

Any specialized testing requested for a student will be administered by the home school district of the student. A meeting with the parents involving teachers, principals, and specialists will be scheduled to discuss the results of the testing. The specialist will provide a list of recommendations based on the test results.

Speech Therapy

The school offers an itinerant speech and language program of a developmental and remedial nature for speech impaired students in Grades K-4 i.e, those whose speech deviates from accepted standards of their individual social and cultural community in a way that interferes with the communication process. In addition, a program is also provided for language impaired students, i.e.. those whose expressive and/or receptive language skills, either oral and/or graphic are deviant in terms of grammatical, morphological, and semantic performances.

Title I

Students who need help in reading or math receive individual help in small group instruction. Remedial help is given to strengthen reading comprehension or math concepts and application skills.

Diocesan Testing

St. John the Baptist Regional Catholic School follows the testing program established by the Diocesan Office of Catholic School. The Stanford Otis/Lennon Tests are administered to students in Grade 3 and above. In addition, the Cognitive Skills Test is given to Grades 3-5-7. The test results are then shared with the parents.

Drug and Alcohol Policy

A student who, on school grounds during a school session, or anywhere at a school sponsored activity, does sell, use, possess, or aid in the procurement of alcohol, narcotics, or restricted drugs, including, but not limited to, marijuana or anabolic steroids or other materials reported to be such restricted drugs, or look-a-like drugs, will be subject to disciplinary action up to and including expulsion.

The parent or guardian of the student will be contacted immediately in the event of any such occurrence. A recommendation will be made to the parents that the student be taken to a physician or health care provider for a complete examination and will be requested to notify the school of the results of any such

examination. The principal will give immediate notice to the police of the incident and/or identification of the substance.

Policy on Sexual Harassment

It is the policy of the Diocese of Greensburg and St. John the Baptist Regional Catholic School that students enjoy a learning environment free from all forms of discrimination including sexual harassment. All forms of sexual harassment in any learning area, activity area, or any other place under the permanent or temporary control of St. John the Baptist School toward any student is strictly prohibited.

Any student who feels that he or she is or has been a victim of sexual harassment may bring the matter to the immediate attention of any teacher, administrator, principal, counselor, any parish priest, or to the Superintendent of Catholic Schools. All reports of alleged sexual harassment will be investigated in as confidential manner as possible. Upon the completion of such investigation, the parents or guardians of the student will be advised of the findings, recommendations, and conclusion as to the accuracy of the charges alleged. In all cases where the investigation has verified the allegations, and a decision has been made to take disciplinary action against the accused the complaining student and his or her parents/guardians will be advised of such an action.

If it is determined that a student has intentionally falsely accused another student or school employee of sexual harassment, the student may be subject to appropriate disciplinary action.

Possession of Weapons

Any student in possession of a weapon will be subject to disciplinary action, up to and including expulsion and reported to the appropriate law enforcement agency for criminal prosecution under the Pennsylvania Crime Code, 18 Pa. C.S. 912. A weapon is defined as including, but not limited to, any knife, cutting instrument, cutting tool, nun-chuck sticks, firearm, shotgun, rifle, laser pointer, and any other tool, instrument, or implement capable of inflicting serious bodily injury, or any object which looks like any such weapon or is intended for such use.

Diocesan Aids Policy

Refer to the copy on file in the school office if necessary.

Bullying Policy

++See attached++

Report Cards

Report cards are distributed four times a year, shortly after the close of each nine-weeks grading period. The first three reports are given at Parent Teacher or Student Led Conferences. The final report card is mailed at the end of the school year, once all tuition accounts are paid in full.

Marking Period

Parents are asked to check the grading scale as listed on the report card. Students in Grade 1-3 follow O-G-S-H-U while students in Grades 4-8 follow the A-B-C-D-E- or Incomplete

Kindergarten is competency based.

Academic Programs

Religion

The goal of religious instruction is to help the child develop a relationship with Jesus Christ and lead a lifestyle based on the Gospel values. Religion classes are held on a daily basis and incorporate and support the Gospel values by applying them to everyday life and situations. Daily prayer, seasonal devotions, Liturgy of the Eucharist (Mass), and participation in a faith community are important components of the religious program. Students, however, will receive special sacrament preparation (Confession, First Communion, Confirmation)) and the celebration of these sacraments in their “home parish”.

Mathematics

A variety of activities using various modes of learning are used within the math curriculum. Many of the activities are either direct teacher-student interaction or student-peer interaction. In order to reinforce and review mathematical concepts, many hands on activities are necessary. Many individual-made materials are used to reach students who require this mode to learn. In order to develop higher levels of thinking among students, many mental activities are employed.

Language Arts

The language arts curriculum consists of a combination of reading, English, spelling and handwriting. The goal is to teach the student communication skills necessary to express oneself both orally and in written form.

Reading

Reading is emphasized throughout the grades. In the primary years much time is allotted to introduce the students to a strong phonetic-based approach along with the incorporation of sight words. Oral reading, reading skills, vocabulary building, and comprehension are emphasized throughout the reading curriculum. The students are also required to read many of the classics, the newspaper, and books for enjoyment.

English

English is taught in all grade levels. The students learn the rules of grammar and the parts of speech. They are exposed to creative and expository writing.

Spelling and Handwriting

Spelling is taught in Grades 1-6. The students are required to learn the spelling and meaning of the weekly words. They are also taught and encouraged to use the dictionary.

Students begin to learn cursive writing in second grade.

Science

Science is taught in harmony with the religious teachings of the Catholic Church. Nature is explored through studies of life science and physical science. Gospel values are integrated with emphasis on the effect that man's decision-making has on all three major divisions of scientific study.

Health/Wellness

Health/Wellness is integrated into the science curriculum through the study of: systems of the body, safety, good nutrition, drug and alcohol awareness, self-esteem and positive relationships. The health/wellness program is designed to help students acquire decision-making skills.

Social Studies

Social Studies is taught at all grade levels. The curriculum content ranges from community helpers to history and geography where students develop an understanding of the earth and its peoples. Current events are incorporated into daily lessons through discussion and use of the newspaper.

Computer

All students are given the opportunity to use computers in conjunction with educational software. Students are exposed to the technology associated with the computer world. They are taught the proper names of the computer system, commands needed to operate the system, and general computer language. Beside computers in each classroom, a modern computer laboratory

Physical Education

Physical education prepares the students to meet the physical demands of effective living, self responsibility, and leadership roles. Students in kindergarten – Grade 6 have gym class at least one time per week. Students in grades 7 & 8 attend the district’s junior high for gym.

Art

Art provides freedom of expression. Students experience art through age-appropriate techniques and a variety of mediums.

Music

The music program is multi-discipline. It consists of liturgical, secular, and traditional music combined with basic theory, rhythm, and movement. Private music lessons are offered by the instrumental specialist. Instrument classes are also offered throughout the summer.

All Saints Music Program

The All Saints Music Program is comprised of many Catholic grade schools throughout the Diocese of Greensburg. Weekly music lessons are offered to any student in grades two through eight on all of the band instruments. (Flute, Clarinet, Saxophone, Trumpet Trombone, Drum and also Guitar, Violin, and Keyboard). Instruments are demonstrated to students in grades two through four at the beginning of the school year. At this time, information is sent home with students who express an interest in taking lessons.

Foreign Language

Students receive foreign language instruction in grades kindergarten – eight. Students learn the language through speaking, reading, and listening activities. The culture is experienced through multimedia activities.

Educational Trips

Field trips relate to the instructional program. Each students participating in any field trip must submit to the school a field trip permission form. This form is established by the diocese and must be signed by the parent/guardian (See Appendix) No student may participate unless a signed field trip participation form, for the specific event, is on file with the principal.

The permission form is to be submitted to the teacher at least one school day before the scheduled trip. Parents may be asked to provide part or all of the cost involved. When possible, bus transportation will be provided. Any person volunteering to provide adequate passenger transportation must submit a signed volunteer driver information sheet to the principal for each vehicle used (See Appendix)

Extra Curricular Activities

Homeroom Parties

Seasonal celebrations are scheduled. Homeroom parties are scheduled for Harvest, Christmas, and Valentine. No Valentine parties will be held during the Season of Lent. Coordinators of homeroom parties are to follow the guidelines for healthy snacks.

Contests

The students are challenged throughout the year by a variety of contests. Several companies or organizations sponsor these contests.

Altar Servers

Students in grades 4-8 are encouraged to become altar servers in their home parishes. These students will also serve at All School Masses.

Student Council

All students in grades 6-8 are members of student council. Meetings are held throughout the year to plan special events.

Service Club

Students in grades 5-8 may join the Service Club. This group meets weekly to create “Thinking of You Cards” for shut ins in our local parishes.

Athletics

Students have several opportunities to participate in C.Y.O. sporting events including boys and girls' basketball, volleyball, and cheerleading.

Parents, teachers, and volunteers who moderate the program are required to be certified by the Diocese of Greensburg.

Scouting

Students are encouraged to join the Scouting Program. Please contact the school for more information

Discipline Code

Code of Conduct

Discipline is an integral part of a learning process. In order to develop self-control, the student must be helped to understand his/her emotions and impulses, to live in harmony with others, to respect the rules of family, to keep the laws of the country, and to obey the laws of God.

One of the most important lessons education should teach is discipline. It is this training that develops self-control and character. It is the key to learning, efficiency, and proper consideration for other people. At all times, health, welfare, and safety of all students will be the main concern in disciplining students.

Students responsibilities include regular attendance, conscientious effort, and classroom work, and conformance to the school rules and regulations. Most of all, students share with the administration and faculty the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of other students. It is the responsibility of each student to respect the rights of teachers, students, administrators, and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful way so as not to offend or slander others.

The final decision around any student's behavior concerning any punishment rests upon the discretion of the principal. The principal holds the right to determine the disciplinary action according to the individual situation.

Detention

Students may be detained after class hours for repeated tardiness, unexcused absences, and disciplinary infractions. Parental notification will be given prior to the time of the detention. Detentions are served on Saturday mornings from 10:00 – 11:00 a.m.

Suspension

For a serious infraction of school regulations, a student may be temporarily suspended by the principal. The time of the suspension should never exceed three (3) days. Suspension becomes effective after the principal has notified the parent/guardian

Ordinarily suspension is held IN SCHOOL and the student is not marked absent. In cases where professional intervention is required, out of school is acceptable. In all cases, the student is required to complete all missed class work.

Expulsion

Expulsion is a severe punishment that should be used as a last resort and after serious deliberations, or when circumstances warrant.

Reasons for which a student might be expelled include, but are not limited to:

- 1. infractions of school regulations, or the disciplinary codes**
- 2. continued misconduct or conduct detrimental to the physical, educational, or moral well-being of other students**
- 3. continued malicious disobedience or disrespect for authority**
- 4. possession, use, or transporting a weapon**
- 5. possession, use, sale, conveyance of any controlled substance, drug, look-alike**
- 6. assault or battery of a fellow student, teacher, or employee**
- 7. bomb threats**
- 8. false alarms**
- 9. use of vulgar or obscene language**
- 10. excessive absences or tardiness**
- 11. fighting**
- 12. disrespect toward the school in word or action**

In the event of an expulsion, the following procedures will be used:

- 1. First, a time of suspension will be imposed during which there should be private consultations of parents with pastor(s) principal, guidance counselor, and a teacher.**
- 2. The final decision concerning expulsion rests with the principal. Before any such administrative decision, cases should include prior consultation with the Board of Pastors, appropriate local authorities, and the Office of Catholic Schools.**
- 3. A written report of the expulsion is to be made out immediately and sent to the Office of Catholic Schools.**
- 4. Parents/Guardians may always have recourse to the Office of Catholic Schools.**

Playground Rules

- 1. Students play outdoors when weather permits. Please listen to weather reports and dress your child appropriately. During inclement weather, the students remain indoors. Parents may volunteer to help supervise the children on the playground.**
- 2. Play equipment brought from home must meet safety requirements and approval by the student's homeroom teacher.**
- 3. Students are not permitted to engage in any conduct or activity that will harm themselves, another, or school property.**
- 4. At the conclusion of outdoor recess, students are required to line up in an orderly fashion according to grade level before entering the building.**

Bus Policy

- 1. Students using the bus as transportation to and/or from school are expected to maintain quiet and orderly conduct.**
- 2. The bus driver has the same authority on the bus as the teacher does in the classroom, and it is the driver's duty to report all misconduct to the principal.**
- 3. Student transportation is a service provided by the Board of School Directors and the State of Pennsylvania. This service may be denied any student according to policies established by the school district that provides the student's transportation.**
- 4. Students may be denied the privilege of being transported to and from school for the following reasons: using foul language at any time, loud or boisterous noise which conduct distract the bus driver, throwing or shooting objects, smoking, marking or destroying any part of the school bus, striking or fighting any member of the traveling group, spitting or throwing any trash on the floor, refusing to sit in the seat assigned by the bus driver, pushing or disorderly rushing to the bus while loading, placing arm or body part from windows, throwing objects or materials from the bus or at the bus, failure to remain in seat while bus is in motion, boisterous and annoying yells to the passing public, illegal use of emergency door, violating the property of others, and misconduct at the bus stop. Destruction of property will result in suspension, and students will be required to make restitution for damages.**

Extended Day Program

St. John the Baptist offers an "extended day program" from 7:00 a.m. to the start of school and from 3:30 – 6:00 p.m. Registration forms, rates, and other information may be obtained by contacting the school office.

**St. John the Baptist Regional Catholic School
A Pennsylvania Charitable Trust
504 S. Broadway
Scottsdale, PA. 15683**

This Parent Student Handbook is a guide for the students enrolled at St. John the Baptist Regional Catholic School. It contains both policies and information to help you understand the basic operational procedures of our school. All school policies are NOT contained in this book. Other policies from the Diocesan Handbook and/or the Educational Department of the State of Pennsylvania are also observed in our school.

Please keep your copy of the handbook in a secure, convenient place. We will send home revisions and/or additions as needed.

We ask that you read the handbook and discuss its contents with your child. This handbook constitutes an agreement between school and parent/child in endeavoring to provide a quality Catholic education. Parents/Guardians are also asked to return the form below agreeing that you have read the information contained in this handbook.

Nothing contained therein is intended to, or shall be construed to, create any contractual obligations, express or implied, on the part of the diocese, parish, or school. The contents of the handbook are subject to alteration, or modification by the school, as circumstances may require.

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St. John the Baptist Regional Catholic School – Handbook of Policies

I/We have read the information contained in this handbook and agree to discuss the content with my/our child(ren).

Name of Parent(s)/Guardian(s) _____

Signature of Parent(s)/Guardian(s)

Please return to the School Office. Thank You

*St. John the Baptist Regional Catholic School
504 S. Broadway St
Scottdale, PA 15683*

Field Trip Participation Form and Parent Permission and Release

Your son/daughter is eligible to participate in a school sponsored activity requiring transportation to location away from the school. This activity will take place under the guidance and supervision of employees from St. John the Baptist School.

A brief description of the activity follows:

Name of event and Destination:

Designated supervisor of activity:

Date and time of departure:

Date and time of return:

Method of transportation:

Cost:

If you would like your child to participate in this event, please complete, sign, and return the following statement of consent and release of liability. As parent or legal guardian, you remain fully responsible for any legal responsibility which may result from any personal actions taken by the named student.

I hereby consent to participation by my child _____ in the event described above. I understand that this event will take place away from school grounds and that my child will be under the supervision of the designated school employee on the stated dates. I further consent to the conditions stated above on participation in this event, including the method of transportation.

In consideration of the agreement of St. John the Baptist Regional Catholic School to allow my child to participate in the above described outing, and intending to be legally bound hereby, I agree to indemnify and hold harmless St. John the Baptist Regional Catholic School, the Roman Catholic Diocese of Greensburg, Most Reverend Lawrence E. Brandt, their employees, agents, successors, assigns and legal representatives, against any loss from any and all claims, demands, and actions at law or in equity that may hereafter at any time be brought by my child, or anyone on his/her behalf, for the purpose of enforcing a claim for damages because on any injury to my child or any cause of action of any kind or nature as a result of, or in any way related to his/her participation in the above-mentioned outing, or his/her transit thereto.

I/We agree that in case of injury to my/our child, I will apply our hospitalization and/or accident insurance toward the payment of the expenses incurred and will not look to St. John the Baptist Regional Catholic School or the Roman Catholic Diocese of Greensburg or any of their officers, employees, agents, successors, or assigns for the payment of any medical costs or injury related costs.

In witness whereof, I/We execute this hold harmless and indemnification agreement this _____ day of _____, 20_____.

Parent / guardian signature

Parent / guardian signature

Dear Parents, Guardians, Teachers and Staff of St. John the Baptist Regional Catholic School:

We are very pleased to provide our students and staff with access to the school's technology resources, which includes Internet access. Our school's telecommunications, electronic information sources, and networked services open classrooms to a broader array of resources that support and enrich our school's curriculum. Additionally, these resources assist communications, enhance productivity, and assist staff in developing new resources and tools for engaging their students in relevant learning activities.

While the Internet is an exciting resource tool, users must be aware that there are services and information available through the Internet that could be offensive and unsuitable for certain groups of users. Of additional concern, the procurement and maintenance involved in ensuring the security, viability and reliability of the resources are costly. For these reasons, St. John the Baptist Regional Catholic School has established the enclosed policy to communicate our procedures and safety measures to govern and guide the use of technology and to advocate the school community's responsibilities governing the use of the Internet and all electronic devices. To facilitate understanding of these rules of acceptable technology and on-line conduct and the responsibilities required by all parties, age appropriate pledges and/or permission forms are required to be signed for the privilege of independent use of the system and for class use of the Internet. Please note that this policy includes rules for acceptable electronic and communication use, and is applicable to both school and personal electronic property.

We ask for your assistance in developing responsible attitudes, reinforcing appropriate conduct, and observing security practices. We are confident that good practice and adherence to this policy, coupled with your support and guidance, will ensure that these digital resources provide rich, effective, and safe educational content and experiences. The practices and rules children adopt now will carry over to their outside and future experiences at home, while visiting friends and family, at the public library, and in their future schools or workplaces. Since these resources are encountered outside of school and the home, it is imperative that students learn about proper and safe usage through our combined efforts.

Please read through the Acceptable Use Policy for a complete understanding of school and family responsibilities regarding this school policy. Please discuss the Policy with your children and return the signed permission forms and pledges to indicate your awareness of the policy. You may view the entire policy at anytime online at stjohnbaptistschool.org



School Principal

TECHNOLOGY RESOURCE ACCEPTABLE USE POLICY AGREEMENT

INTRODUCTION

Access to technology resources is provided to members of the school community strictly in support of activities related to school and classroom learning. Access to equipment and network services is given to those members who agree to act in a responsible manner and in compliance with this Acceptable Use Policy Agreement. Students and staff are responsible for their conduct, actions, and communications when using personal and/or school technology resources. They are responsible for the appropriateness and content of material they store, transmit, or publish. General school rules for conduct and communication apply. Technology resources that are covered by this agreement include, but are not limited to, computers, servers, disk drives, printers, scanners, video and audio devices, cameras, software, switches, wireless access points, networked copiers, telephones, electronic science probes, cell phones, eBook readers, pagers and other electronic resources.

This Policy, and any subsequent policies, is designed to make technology available to the school community and promote the responsible and safe use of resources. Cooperation and adherence to this Policy is a condition of access to the aforementioned resources. Violation of this Acceptable Use Policy will result in disciplinary action, which may include removal of access or other applicable consequences, and may have significant legal consequences.

ACCEPTABLE AND UNACCEPTABLE USE

The Internet offers the capability for students and staff to access and share information on a global scale. The scholarly use of the Internet can provide our students and staff with a world-wide, diverse array of resources.

However, while the Internet is an exciting resource tool, users must be aware that there are services and information available through the Internet that could be offensive and unsuitable for certain groups of users.

School personnel will use the following practices and precautions to help ensure that the use of technology is a safe, productive, and educationally rewarding experience:

- 1. In the school setting, students will be given permission to access the Internet for teacher-sponsored activities only. Internet sites providing valuable educational content will be chosen by the teacher. The only chat room, discussion groups or social networking sites will be through private sites sponsored by the teacher, and involving authorized participants only. All other access to such sites is**

strictly forbidden. Email sent and received by students will be strictly for teacher-sponsored activities, with teacher-authorized senders and recipients. All other email and messaging services are forbidden to be used by students. All personal identification for students in such direct electronic communications shall not include their names or personal references, but shall be non-descriptive identifiers such as numbers.

- 2. When the Internet is used in real time, content filtering software will be utilized for blocking subjects, words or images that are deemed inappropriate.**
- 3. Students will be instructed in the proper use of the Internet and practices that will limit inadvertent access to inappropriate information and will help them develop skills in evaluating sources of information, whether on-line, on TV or in hardcopy. Because students can link to sites other than those suggested and because teachers cannot be expected to monitor student use of the Internet at every moment, individuals must assume responsibility for their own appropriate use of the Internet according to this Policy.**

Users agree to the following practices to ensure personal safety and well-being:

1. The student agrees that all information transmitted through the use of school technology resources (e-mail, web page publication, and Internet postings) will be sent or received only under the direct, immediate supervision of the sponsoring school staff member and with the explicit permission of that staff member.
2. At school the user agrees never to transmit personal information (name, age, gender, photo, address, phone number, e-mail address, credit/debit card information and the like) of himself or herself as well as that of any other person.
3. The student agrees never to arrange for a meeting with any person at any time using the school's technology resources. Student users will not agree to meet with someone they have met online without their parents' full approval and participation.
4. The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

Users agree to the following statements regarding illegal/unauthorized activities and system security:

1. The user agrees to access only the Internet and network resources, software and/or hardware provided expressly by the school for educational purposes unless explicitly approved by the teacher for educational purposes.
2. The user agrees to follow the procedures and best practices recommended by the teacher or system administrator. These procedures and practices may address respect for the resource limits of the school, personal safety issues, and/or access to appropriate materials.

3. The user agrees never to trespass into another user's folders or files.
4. The user agrees never to use another user's password or account or provide personal user information to anyone. This includes all network and student information system account IDs. The student user additionally agrees not to change passwords without permission of the system administrator.
5. The user agrees never to use the network in such a way that would disrupt the use of the network by others. Disruptions include, but are not limited to: distributions of unsolicited advertising; propagation of viruses; use of the network to make unauthorized entry to any other machine accessible via the network; posting information that if acted upon could cause damage, danger, or school or system disruption; attempting to log in through another person's account; and sending unnecessary messages to a large number of people (spamming). Security on any computer system is a high priority, especially when the system involves many users.
6. The user agrees never to tamper with or vandalize the property of the school or other user including: equipment; cabling and other infrastructure; any security system that protects the school's computer resources; and data. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, the school, the school network, or any other network.
7. The user agrees to respect another's email by never tampering with, interfering with, or intercepting it. The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U. S. Postal Service.
8. The user agrees never to use the school's computer resources to gain unauthorized access to another computer network (hacking).
9. The user agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's computer network. This includes the unauthorized installation of software or plug-in screen savers from the Internet, a floppy disk, CD-ROM, or other media. The principal or designee must approve staff members' resources.
10. The user agrees never to place a diskette or removable storage device in any computer without prior permission from the principal or their designee. **The user also agrees not to purposely spread viruses from home to school.**
11. The user agrees never to use or respond to inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language.
12. The user agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks.
13. The user agrees never to harass another person by use of any of the school's resources and personal communication devices (e.g. PDAs, cell phones, smart phones, etc.). Harassment is defined as any action that distresses or annoys another person. The user agrees to stop immediately any and all conduct that is construed by another as unwelcome.

14. We support the Child Internet Protection Agency (CIPA) requirements by actively using the iSafe Internet Safety program at all of our schools.
15. The user agrees never to access, possess, transmit, retransmit or respond to material which promotes violence or discrimination or advocates destruction of property.
16. The user agrees never to access, possess, transmit, retransmit or respond to any information containing sexually oriented material.
17. The user agrees never to use technology resources to engage in any illegal, criminal activity or any conduct which is morally inappropriate and/or violates Catholic teachings. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities.
18. The user agrees never to use the **school and school affiliated** network for making purchases, commercial sales, multilevel marketing, gambling, sweepstakes, chain letters, or similar unauthorized purposes. On-line games may only be accessed for educational purposes with the consent of the user's teacher.
19. The user agrees to never access the **school and school affiliated** network for political lobbying, although it may be used, with the permission of the principal, to communicate with elected representatives to express opinions on political issues.
20. The user agrees never to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.
21. The user agrees to respect the right of intellectual property of other people and to respect all copyright laws. Students agree that if they are unsure whether copyright law is being respected, they will bring this question immediately to the attention of a staff member.

Users agree to the following statements regarding the use of new Web 2.0 tools:

- 1. The use of blogs, podcasts or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity, racist, sexist, or discriminatory remarks.**
- 2. Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.**
- 3. Students should only create a class blog for educational purposes and with permission of the teacher. Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines.**
- 4. Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.**

- 5. Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces.**
- 6. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.**
- 7. Social networking sites (e.g. Facebook, MySpace) and chat rooms, as previously stated on page two, point number one, are not allowable in an educational, school environment.**

Privileges and Enforcement

The use of electronic networks and technology is a privilege, not a right. Access is given to users who agree to the terms of this Acceptable Use Policy Agreement. Inappropriate use or a violation of this agreement may result in the user's access privilege being suspended, denied, or revoked. Misuse may also subject the user to further disciplinary action as deemed necessary by the administration. Any violation of federal, state or local laws will be reported to the appropriate agencies. The Diocese of Greensburg maintains the right to confiscate and search any personal electronic devices found on school premise or used during school hours.

There is no absolute right to Freedom of Speech when using the school's technology resources and/or personal technology devices, which are viewed by the administration as a limited educational forum. All electronic mail communications remain corporate property. The Diocese of Greensburg reserves the right for its authorized representatives as specified, with written approval from the Superintendent, to access, use and disclose the contents of electronic mail files for legitimate business purposes, including response to legal processes in any matter consistent with state and federal law, without the permission of the user. It is a violation of this policy for any employee of the Diocese of Greensburg, or school or parish within the Diocese of Greensburg, including management, to access the mail files of users to satisfy personal curiosity without a legitimate business need.

Privacy

There is no absolute Right to Privacy when using the school's technology resources. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. School administration, faculty, and other authorized persons will have the right to review any and all material saved, transmitted, accessed, or

momentarily in use by the student in accord with the policy set by the school's administration. This right is extended to the student's parents and/or legal guardian in accord with the school's policy for review of student records and/or work. Users should not expect that files will be private.

Liability

St. John the Baptist Regional Catholic School and its employees will not be held responsible for the actions of a user who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss or unavailability of data or interruptions of service, violations of copyright restrictions, the accuracy or quality of information obtained through the school's system, or any liability, damages, or financial obligations arising through the unauthorized use of the school's and/or personal technology resources.

Warranties

St. John the Baptist Regional Catholic School makes no warranties of any kind, whether expressed or implied, for the service we are providing.

- The school will not be responsible for the accuracy, quality, or usefulness of information obtained through network connections.
- The school will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- The school will limit individual user network storage/disk space specific to the needs/responsibilities of the user.
- The school and the diocese will not be responsible for the contents of any web site bearing their name(s) unless the web page has been authorized by the administration of the school and/or the diocese.
- The school administration reserves the right to establish rules and regulations regarding the use of the system.

**ST JOHN THE BAPTIST REGIONAL CATHOLIC SCHOOL
TECHNOLOGY RESOURCE AND COMMUNICATION SYSTEM**

Child's Full Name (please print)

**PARENT/GUARDIAN PERMISSION
TO ACTIVATE USER PRIVILEGES**

I certify that I have read the terms and conditions in the St. John The Baptist Regional Catholic School Acceptable Use Policy Agreement and discussed them with my child. I understand that access to the Internet, technology and communication systems are designed for educational and safety purposes and that my child has agreed to abide by the school's usage rules. I understand that my child has responsibility for his or her actions in regard to the use of technology resources and recognize my responsibility for governing and guiding access and use both inside and outside of the school setting. I also understand the consequences, as stated in the policy, for inappropriate actions or conduct. I recognize that it is impossible for the school to restrict access to all controversial materials and I will not hold the school, diocese or their personnel responsible for material acquired or viewed through technology resources. I hereby give my permission to activate any school technology privileges for my child.

Parent/Guardian's Full Name (please print)

Parent/Guardian's Signature: _____

Date: _____

**PARENT/GUARDIAN PERMISSION
FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK AND
STUDENT PHOTOGRAPH**

**FOR PUBLISHING OF STUDENT'S PHOTOGRAPH AND SCHOOL WORK IN
THE CATHOLIC ACCENT and on the SCHOOL AND DIOCESAN WEB
SITES**

I understand that my child's **photograph and samples of my child's school work** may be published **in The Catholic Accent, the official newspaper of the Diocese of Greensburg, and on the school and/or Diocesan websites.** I further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event **a request is made for such permission,** those requests will be forwarded to me as parent/guardian. I understand the school and the faculty will be the contacts **responsible for** the work published and that the school's address, telephone, and email address appear on the school's web site. I understand that **I can request that** my child's individual picture **or school work** not be published on the school web site. (This is

not inclusive of any group, class, or school production photos utilized on the web site or by members of the media).

I understand that if at any time I *do not* wish to have my child's individual photo **and/or samples of my child's school work** published **in The Catholic Accent** or on the **diocesan** or school web site, I will submit written notification, including the date, child's name, and grade to the school principal.

Parent/Guardian's Full Name (please print)

Parent/Guardian's Signature: _____

Date: _____

Office use

Date Received _____

Authorized By _____

ST JOHN THE BAPTIST REGIONAL CATHOLIC SCHOOL TECHNOLOGY RESOURCE
AND COMMUNICATION SYSTEM

**STUDENT PERMISSION
TO ACTIVATE USER PRIVILEGES**

I certify that I have read and understand the terms and conditions in the St. John The Baptist Regional Catholic School Acceptable Use Policy. I understand that access to the Internet, technology and communication systems are designed for educational and safety purposes and I agree to abide by the school's usage rules. I understand that I have responsibility for my own actions in regard to the use of technology resources and recognize my responsibility for its use both inside and outside of the school setting. I also understand the consequences, as stated in the policy, for inappropriate actions or conduct.

Student's Full Name (please print)

Student's Signature: _____ Date:

**STUDENT PERMISSION
FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK AND
STUDENT PHOTOGRAPH**

I understand that my photograph and samples of my school work may be chosen to be published in the Catholic Accent, the official newspaper of the Diocese of Greensburg, and on the school and/or Diocesan websites.

Student's Full Name (please print)

Student's Signature: _____ Date:

Office use

Date Received _____

Authorized By _____

Internet and Email Form of Understanding
Web Publishing of Faculty/Staff Work Permission Form

Faculty/Staff Form of Understanding
For Internet Access and Use of Electronic Mail

I have read and understand the information about appropriate use of the computer network with Internet access and electronic mail communication at St. John The Baptist Regional Catholic School. I understand that this form will be kept on file at school. I understand the risks and benefits of Internet access. I understand that I have a responsibility to prepare, evaluate, and preview Internet sites and activities that I recommend to students or use within my classroom. I appreciate the unpredictability of Internet use and realize I must outline/emphasize/enforce proper procedures for Internet searches and accessing Internet sites through URL addresses. I also understand the rules governing my use as well as students' use of electronic mail and so my role in reading the messages to be sent and those received. I accept my responsibility for governing and guiding Internet access.

I understand that protecting network, email and student information system (SIS) passwords is critical to system security and student privacy. I accept responsibility for protecting my passwords at all times, regardless of the location from which I access these systems. I understand that I am not to share my password with anyone, including my supervisor. I will not allow others to access systems through my account. I understand that failure to protect my passwords and accounts can result in loss of access to systems from outside of the school building as well as further disciplinary action.

Print Name: _____

Sign Name: _____ **Date:** _____

**Faculty/Staff Permission Form
For World Wide Web Publishing of Work**

I understand that my work may be published on the World Wide Web, a part of the Internet. I further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to me. No home address or telephone numbers will appear with such work. I understand the school and other faculty will be the contacts for the work published and that the school's address, telephone, and email address appear on the school's web site.

I grant permission for the World Wide Web publishing of my work.

Print Name: _____

Sign Name: _____ **Date:** _____