

St. Kevin Catholic Academy

Student/Parent Handbook

September 2018.19 School Year



ST. KEVIN CATHOLIC ACADEMY (718-357-8110)

Board of Directors

Chairperson	Dr. Hugh McGowan
Vice-Chairperson	Mr. Michael D'Annunzio
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School Staff

Principal	Dr. Thomas R. Piro
Academy Secretary	Mrs. Linda Scherer
Academy Bookkeeper	Mrs. Maria Caputo
Tuition Assistance Coordinator	Mrs. Lisa Miller
Director of Advancement	Mrs. Kathy Lough
Nurse	Ms. Anne Menno
After School Coordinator	Mrs. Lisa Miller
Director of Buildings & Grounds	Mr. Anthony Porchetta

Mommy and Me	Mrs. Diana Saporito
Nursery Teacher Assistant	Ms. Denise Gschlecht Ms. Kathy Murphy (N)
Nursery Teacher Assistant	Ms. Rose Ann Daly Ms. Laura Fernandez (N)
Nursery Teacher Assistant	Ms. Maureen Daly Ms. Josephine Pollini (N)
Pre-K For All	Mrs. Ann Marie Machalek

Teacher Assistant	Ms. Erinn McElhone
Pre-K For All Teacher Assistant	Ms. Bridget Rohde Ms. Anne Limberis (Pre K)
Pre-K For All Teacher Assistant	Ms. Melanie Surico Ms. Lisa Gonzalez
Pre-K For All Teacher Assistant	Ms. Christine Schuman Ms. Christine DeVito (Pre K)
Pre-K For All Teacher Assistant	Ms. Maria Slutsky Ms. Christine Engelmann (Pre K)
Kindergarten Teacher Assistant	Ms. Janet Campo Ms. Ingrid Malley (K)
Kindergarten	Mr. Daniel Sommerfeldt
First Grade	Mrs. Jane Lugo
Second Grade	Ms. Sarah Kerr
Third Grade	Ms. Kristen D'Alimonte
Fourth Grade	Ms. Kristen DeVivo
Fifth Grade	Mrs. Janis Karagounis
Sixth Grade	Mrs. Barbara Graham
Seventh Grade	Mrs. Lauren Morales
Eighth Grade	Ms. Kaitlin Harfmann
Spanish	Ms. Roxanna Hungria
Physical Education	Mr. Angel Morales
Music	Ms. Ji-Yea Yoon
Art	Mrs. Sheila Ambrosio
Librarian	Mrs. Patricia Christophorou
Special Education	Ms. Jessica Lyons
Teacher Support	
Guidance Counselor	Mrs. Jackie Sekundo
Support Service	Mrs. Helaine Vecchione

St. Kevin Church 718-357-8888

Pastor

Most Rev. Raymond Chappetto

Parochial Vicar

Rev. Robert H.C. Mema

In Residence

Rev. Msgr. Steven J. Aguggia, JCL

Pastor Emeritus-In Residence

Rev. Msgr. D. Joseph Finnerty

Permanent Deacon

Deacon Julio C. Barreneche

Director of Faith Formation

Agnes Rus, A.O.

Faith Formation Admin Asst.

Ms. Rosaria Surace

Director of Buildings and Grounds

Mr. Anthony Porchetta

Mr. Alpinano Fuentes

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Mission Statement

St. Kevin Catholic Academy is committed to the belief that the ultimate goal of education is to develop the whole person. We aspire to teach as Jesus did, focusing attention on HIS message through daily living, by being “truly kind and gentle to each and every one”. We follow this example set by Catherine McAuley, foundress of the Sisters of Mercy, first educators at St. Kevin. We are convinced that the academic, social,

physical, technological and cultural objectives we hope to achieve in the educative process flow from this belief.

Our paramount concern is to prepare the children for their role in the global community. We are a family rooted in the Gospel values with a sustained emphasis on living with Christ as our model.

General Procedures

School Calendar

A school calendar is available online at the academy website. Check for changes throughout the school year: www.stkevinca.org *PLEASE NOTE* Pre K for All may have a different schedule of “no school days” than St. Kevin Catholic Academy. Please double check school calendar.

School Schedule

Students in grades K-2 are expected to be in their classroom from 8:10 until 2:50. Students in grades 3 to 8 are expected to be in their classroom from 8:15 until 2:55. St. Kevin offers a full day Pre-K for All (PKA) Program. The hours are from 8:30 to 2:50 with an optional Catholic religion class from 8 am – 8:30 am. Nursery School program days are either 5 days or 3 days. Hours are 8:15 to 11:25 (½ day) or 8:15-2:40 (Full Day). We also offer a free “Mommy and Me Program” which meets each Wednesday from 9:30 to 11:00 am. Contact the Secretary for more information.

Lateness Policy

Students who arrive late to school must first report to the office. Lateness is recorded on a child’s permanent school record. Excessive lateness is a serious matter and will require a student/principal meeting and possibly a parent conference to ensure the student’s continuance in the school program.

Attendance Policy

A parent or guardian should notify the school by 8:30 a.m. for absence or tardiness. Please make sure that you notify us the morning of the day that your child is absent from school. You may leave a message on the machine or you may REPORT AN ABSENCE through www.stkevinca.org (lower right corner on SKCA Homepage). Let us know as soon as possible. If you anticipate multiple days, you may inform us of that as well. The Administrative Assistant will call the parent or guardian if the school has not been notified. A written note explaining the reason for the absence must be submitted to the teacher on the day the child returns to school. A doctor’s note is required for six or more consecutive absences. Any illegal absence will be recorded as such. Attendance requirements must meet NYS guidelines. Please note that excessive absences and/or late nesses may impact a student’s grades and advancement to the next grade.

Early Release of Students

A note must be submitted to the school office when a student is going to be released early and must specify to whom the child may be released if a parent is not picking him/her up. A parent or guardian signs out the student in the main office. Any designee of the parent must show picture identification when picking up the student.

Early Drop Off

Registration forms are available in the office or on the school website. There is no registration fee. Once registered your child is eligible to arrive at school as early as 7:00 a.m. The student should enter through the 195th Street gymnasium doors. Adult supervision is provided. Food is not served; however, you are allowed to send food with your child. The cost is \$6.00 per day per child or one child is \$40 per month, two children is \$50 per month and three or more children is \$60 per month.

Stop and Drop

On the corner of 46th Avenue and 195th Street, you may use this area to drop your children at school in the morning. You may drive up to the area, however, you should not get out of your car. Students need to be able to quickly get themselves out of the car. The driver must not get out of the car in the STOP and DROP ZONE. If your child is too young or needs any type of assistance, you must park your car in another area and accompany your child to the school. Also, please respect the 195th "Street Closed" rules between 8:00 AM and 4:00 PM, and respect our School Crossing Guards who work to protect our children. For the safety of the children, drivers are not allowed to double park near the school.

Dismissal

Nursery students are released at 11:25 (1/2 day) or 2:40 (full day) through the 46th Avenue exit. Pre K students are released at 2:50 through the doors on 195th Street. Students in grades K to 2 are dismissed at 2:50. Kindergarten students are released through the 46th Avenue exit. Students in 1st and 2nd grade will be released through the Main Entrance doors on the corner of 195th Street and 46th Avenue. Students in grades 3, 4 and 5 are released at 2:55 through the 195th Street gymnasium door. Students in grades 6, 7 and 8th are released at 2:55 through the 195th Street door closest to the Convent.

After School Program

Registration forms are available in the main office or on the academy website. There is a \$10.00 registration fee per family. Students are directed to go to the After School classrooms located on the main floor. Adult supervision is provided and students are assisted with homework as needed. The cost is \$15.00 a day per student. The hours are from dismissal until 6:00 p.m.

Confidentiality

School Staff will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

Address Information

Parents are requested to advise the school office in writing if there is any change in home, business or emergency information, including any changes in home, cell, or business telephone numbers and/or email addresses.

Lunchroom Regulations

Children may bring their lunch to school. Lunch boxes and food/drink containers should be labeled. Glass bottles or glass containers are not allowed. Please do not send in any food that needs to be heated. Children are expected to be respectful and courteous to each adult supervising a lunch period and to each other. Students are expected to contribute to a peaceful and considerate atmosphere. A monthly prepaid lunch option is also available to students who wish to purchase lunch through the school's lunch program. Menus are posted on the school's website.

Dress Code

Dress neatly and be well groomed. No excessive jewelry is permitted. Long earrings are a safety hazard, and are not allowed. Only ONE PAIR of post earrings may be worn to school. No other piercings are permitted. Multiple earrings, bracelets, necklaces are not allowed. No make-up is to be worn during school hours. Students should not come to school with hair dyed an unnatural color (i.e. blue or pink). Students with hair styles, colors or ornamentation that creates a distraction will be sent home. Their return to school will be evaluated on a case by case basis.

Grades	Girls	Boys
PK-2	Navy skort, light blue polo shirt with the academy logo, navy v-neck cardigan sweater with logo, navy or white knee socks or tights, dark flat shoes (NO platforms, boots, slippers or sneakers).**	Navy pants, light blue polo shirt with the academy logo, navy v-neck cardigan sweater with logo, navy or dark socks, dark shoes (NO boots or sneakers).
3-5	Navy skort, light blue uniform blouse with button down collar or knit shirt with academy logo*, navy v-neck cardigan sweater with logo navy or white knee socks or tights, dark flat shoes (NO platforms, boots, slippers or sneakers). **	Navy pants, light blue uniform shirt with button down collar or knit shirt with academy logo*, plaid tie, navy v-neck cardigan sweater with logo, black or navy belt, navy or dark socks, dark shoes (NO boots or sneakers).

6-8	Navy skort, light blue uniform blouse or knit shirt with academy logo*, navy v-neck pullover sweater with logo or vest, navy or white knee socks or tights, dark flat shoes (NO platforms, boots, slippers or sneakers).**	Navy pants, light blue uniform shirt with button down collar or knit shirt with academy logo*, navy striped tie, navy pullover sweater with logo, black or navy belt, navy or dark socks, dark shoes (NO boots or sneakers).
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* Shorts for boys and girls may be worn with gray or white sneakers from September until October 15th and from May 15th until the end of June. Knit shirts in lieu of the uniform blouse or dress shirt may be worn at this time as well. If a knit shirt is worn, no tie is needed.

**Girls may wear navy uniform pants in lieu of the skort from December 1 until March 31.

Boys and girls may only wear school sweater or, on gym days, the school sweatshirt. Sweatshirts may not be worn with the formal uniform.

On dress down days, students should be dressed appropriately in non-offensive clothing for school and for learning. Those dressed improperly for a Catholic school setting will be asked to call home for their uniform or will be given an article of clothing to wear over their inappropriate clothes for the day. For their own safety, children should never wear sandals, flip-flops, slippers or strapless shoes.

On assigned gym day, students must wear gym uniforms and sneakers: St. Kevin gold Tshirt, green shorts and gray St. Kevin Academy sweat suit. Sneakers must be either gray or white and may only be worn to school with gym uniform, not with the school uniform. Between September and October 15th and May 15th and June, if it is warm, students may wear their green gym shorts and T-shirt without the sweat suit on their assigned gym day. Shorts may not be worn at any other time. The knit shirt may NEVER be worn for gym.

If the child is not in full school uniform, written notification will be sent home and numerous infractions will be reflected on the child's report card.

Extra-curricular

Opportunities are available for students to participate in extracurricular activities

- Band - Grades 3 through 8
- String Orchestra - Grades 3 through 8
- Choir - Grades 2 through 8
- Earth Science Program - Grade 8
- Math Enrichment Program - Grade 8

Aquinas Enrichment Program - Grades 5 through 8
School Service - Grades 5 through 8
Student Council - Grade 5 through 8
Yearbook Club - Grade 8
Altar Servers - Grades 4 through 8
Art Club – Grades 6 through 8

Medical Policies

Reporting Illnesses

Please provide the school, health office and teacher with up-to-date medical information. It is important for us to know if your child has any medical conditions, such as heart problems, diabetes, epilepsy, seizures, asthma or allergies. It is necessary to provide the school with a doctor's note advising of a particular medical condition and the medication that a child must take.

If a student is sick with strep throat, a doctor's note is required stating the student may return to school.

Contagious diseases/infections (e.g. chicken pox, Fifth disease, conjunctivitis or pink eye, scarlet fever, rheumatic fever, strep, lice or fever of any origin) also require that a child be kept at home. You may call the Health Office directly at 718-357-2704.

Administration of Medication

Any medication to be administered to a student while at school must be given to the health or main office before the start of school. The intent of these procedures is to assure the safe administration of medication for those students who require it.

1. All medication, including nonprescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. The written order for prescription and nonprescription medication should include:
 - a. Student's name and date of birth
 - b. Diagnosis
 - c. Name of medication
 - d. Dosage and route of administration
 - e. Self-administration orders—if indicated
 - f. Frequency and time of administration
 - g. For prescription medication (as necessary)—the conditions under which medication should be administered
 - h. Date written
 - i. Prescriber's name, title and signature
 - j. Prescriber's phone number
 - k. School should receive written notification from prescriber with orders as to when medication should be discontinued.

PLEASE NOTE THAT A PHARMACY LABEL DOES NOT CONSTITUTE A WRITTEN ORDER AND CANNOT BE USED IN LIEU OF A WRITTEN ORDER FROM A LICENSED PRESCRIBER.

2. Parents should be advised to ask their pharmacist for 2 properly labeled medical containers – one for home and one for school. Properly labeled medication sent to school must always be accompanied by a written request from a parent for the administration of the medication and the above referenced information from the prescriber. No medication should remain in the student's possession. **ALL MEDICATION MUST BE IN ORIGINAL, PROPERLY LABELED MEDICAL CONTAINERS TO BE ACCEPTED FOR ADMINISTRATION IN SCHOOL.**

3. Carry and self-administered medication – Occasionally, the schools may receive a request from a parent and physician to permit a student to self-administer his/her own medication. Under certain conditions this may be allowed. Such decisions must always be made on an individual basis. The criteria for determining when a student can self-administer medications are:
 - a. Severity of health care problems, particularly asthmatic or allergic conditions.
 - b. Prescriber's order directing that the student be allowed to carry his/her medication and self-administer.
 - c. Parent statement requesting compliance with prescriber's order.
 - d. Student has been instructed in the procedure of self-administration AND can assume responsibility for carrying properly labeled medication in original container.
 - e. A parent contact or legal guardian to clarify parental responsibility regarding the monitoring of the child on an ongoing basis/daily basis to insure that the child is carrying and taking the medication as ordered.

Medical Form Requirement

Upon the student's first day of school, your child will be required to have a medical form completed by their pediatrician. This form will require up to date immunization information. Students entering Kindergarten, 1, 2, 6, 7 and 8th grade will be required to submit proof of having received two doses of the varicella vaccinations and 6th graders must also submit proof of the Tdap immunization. A second dose of MMR is now required for all students in grades K-8. Four doses of the polio vaccine are required of students in K, 1, 2, 6, 7 and 8th grade. Five doses of DTaP are required for students in grades K-5. Students entering 7th grade will need to have had 1 dose of the quadrivalent meningococcal vaccine (MCV4).

Allergies

If your child has an allergy please notify the teacher, the office and the health office.

Admission Policies

Nondiscriminatory Statement

The school climate, while remaining true to its Catholic identity over the years, has benefited from diverse cultures and religions that have been a part of our school community. Celebrating other cultures and religions not only teaches us to be more ecumenical, but to appreciate each other's heritages. As postulated in our Mission Statement, our concern is to prepare our students for their role in the global community while remaining rooted in living with Christ as our model. Our school will treat all people equally. There will be no discrimination on the basis of race, gender, national origin, age or disability.

Registration Requirement

In addition to presenting a birth certificate, baptismal certificate (if available), record of immunization, and physical from a Doctor, at the time of registering a child, parents are asked to provide the school with a copy of court-certified custodial papers in the event of divorce or legal separation. The school will not be held responsible for failing to honor arrangements that have not been made known or validated with legal procedures and paper work. Registration for the next grade takes place during February. Registration for the next school year should be done promptly to facilitate ordering of books and supplies in a timely manner and ensure that all students have necessary materials in September. There should be no outstanding financial obligations to the academy after April 30th for the current school year. Transfer students entering Grades 1 through 8 will be requested to provide a copy of their report card and to meet with the Principal before enrolling.

Tuition

Tuition payments may be made through the FACTS Tuition Management Program. Tuition payments through FACTS are automatically withdrawn monthly from either your checking or savings account. Payments are processed on either the 5th or 20th of each month from July through April. You may use MASTERCARD OR DISCOVER CARD to pay tuition, but you will incur an additional fee to do so. Those families who choose not to use the FACTS Payment Plan, may pay via check and deliver to the Main Office of the school each month from July through April. If the tuition is paid in full by September 1, 2016, there is a discount of \$50.00.

There is one standard rate of tuition at St. Kevin Catholic Academy for all families, whether in the parish, living outside the parish or non-Catholic. Tuition Assistance is offered throughout the Diocesan program which is based on financial need. Please refer to the St. Kevin Catholic Academy Website for further details. Any inquires about tuition can be made by contacting the school office.

Refund Policies

Registration and Academic fees are nonrefundable. Tuition will be refunded on a prorated basis.

Arrears

Arrears in tuition fees of two months or more could result in your child's dismissal from school. Late payments may affect your child's ability to take final exams and/or to receive report cards. In cases of extreme financial difficulties, please request in writing a meeting with the Tuition Assistance Committee, prior to accruing arrears.

Academic Expectations

Academic Standards

The course of study is that prescribed by the New York State Education Department and the Office of Catholic Education of the Diocese of Brooklyn. Curriculum objectives are designed to reflect the components of the New York State Common Core Learning Standards. You may review these standards at www.engageny.org

Religious Education Program

The Religion curriculum follows the diocesan guidelines. The goal of the Religious Education Program at St. Kevin is to educate our students in the elements of the Catholic faith. Students will receive the knowledge necessary to live as informed and responsible Catholics. All Academy students will receive instruction in practical applications of faith and will include attendance at all school liturgies and prayer services. Grades 1-8 attend mass weekly. Efforts will be made to develop an awareness of Christian values in the daily circumstances of students' lives.

Religion lessons, on every grade level, including Pre-K, stress the following objectives and are intended to lead the student:

1. To know, love and take responsibility for him/herself.
2. To know and believe in the love God has for him/her.
3. To understand the elements of worship, both personal prayer and liturgy.
4. To understand the doctrinal elements of faith as presented on the grade level in accordance with the Catechism of the Catholic Church.
5. To gain experience as a responsible member of their faith community.
6. To know, love and take responsibility for the world in which he/she lives.
7. To respect and work towards reconciliation among all persons on earth.
8. To learn to use the materials of everyday life in accomplishing these objectives.

9. To adequately prepare students for the reception of sacraments.

Homework

Homework assignments are given daily during the week. Students are expected to do independent reading and/or study in addition to written assignments. Tests are to be signed by a parent/guardian. Constant lack of written or study homework should be questioned by the parent/guardian. If the student does not understand an assignment, he/she should ask the teacher before they go home. Absence does not excuse you from homework. Follow your class policy about making up missed homework. Students may not return to the school after dismissal to get a book or a forgotten assignment. If your child is absent, parent or guardian may request to pick up homework or send it home with another student. This request must be made by 2:00 p.m. Additional practice and enrichment activities can be accessed on the St. Kevin Catholic Academy website under the Class Newsletters link.

Grades and Grading

Grading policy will be explained by the teachers at parent orientation. Levels of academic achievement are indicated on the report card.

Honors

Student of the Month

Each month, teachers may choose to name a student or students as “Students of the Month”. This selection is based upon the student’s behavior, effort, consideration for others and participation in the classroom.

First Honors

Students in grades 4-8 must achieve an overall average of 93% or better with no grade less than 90% (85% in Spanish). For First Honors, a student must receive grades of “3” or better in Effort, Conduct, Homework, Personal Progress, all specials (P.E., Music and Computer), and no less than an “3” in academic sub-categories.

Second Honors

Students in grades 4-8 must achieve an overall average of 88% or better with no grade less than 85% including Spanish. For Second Honors, a student must receive grades of “3” or better in Effort, Conduct, Homework, Personal Progress, all specials (P.E., Music and Computer), and no less than an “3” in academic sub-categories.

Perfect Attendance

In order to qualify for perfect attendance, student must be present in class every day until at least 1 p.m. with a maximum of three (3) lateness during the school year.

Report Card Distribution

Report Cards are distributed three times during the school year. In addition, Progress Reports are issued mid trimester or when deemed necessary. Report Cards are a comprehensive assessment of a student's achievement arrived at after using a variety of measurement tools, including daily class work, class participation, homework assignments, independent work or projects, cooperative work or projects, student portfolios, literacy profiles, written tests and quizzes. The Report Card reflects components of the NYS Common Core Learning Standards.

Promotion and Retention

All children who complete the work of the grade satisfactorily are promoted to the next level. A child who requires more time to find his/her place in the school program may require home tutoring or summer school. Students who fail two or more subjects may be considered as a candidate for retention. A final decision regarding retention or possible alternative interventions rests with the administration of the academy.

Assessments

In addition to periodic school examinations, students participate in the diocesan standardized testing program. Tests are administered in October (Grades 3-8). Results are sent home after the first trimester. Students in the 4th, 6th and 8th grades take the Common Core ELA and Common Core Math Tests. Students in 4th and 8th grade also take the NYS Science Test.

Students with Learning Differences

Students who score below certain criteria on the New York State Assessment Math, ELA and/or Science tests will be required to have Academic Intervention Services (AIS) and will be retested the following year. Other students who are considered at risk or are struggling may also be provided with remediation. Sometimes students will need home tutoring in order to reinforce that which is being taught in school.

If your child has been identified as a Student with Special Needs or you feel they may benefit from a special education service, please contact the Principal or teacher with your concerns. It is our policy to assure that each child's IEP/IESP/504 Plan is implemented correctly. Please make sure your child's teacher is aware of any services or modifications to which they are entitled.

Counseling

The school has a Guidance Counselor on staff who is available to meet with students at their requests. If a student appears to require psychological intervention, the parent should contact the Principal or teacher who will then assist in obtaining the appropriate services.

Communication

Communication Guidelines

The home/school partnership is the key to an effective, quality education program. We have three formal parent/teacher conferences:

1. September - Orientation Meeting
2. December - First Trimester Report Card Conference
3. March - Second Trimester Report Card Conference

In addition to the monthly calendar available online, other important notices and information will be posted on the academy website, and sent via phone, text messages and/or email (through Option C).

Home/School Communications

At the September meeting, teachers will establish the guidelines of communication between home and school. Regular, informal communication between the parent/guardian and teacher is important. A conference with your child's teacher can be set up by sending a note directly to the teacher. In addition, the individual teachers' newsletters and homework assignment pages may be accessed through the academy website.

Complaints and Hierarchy

Complaints should be handled at the most local possible level. Persons with concerns about a situation with a teacher should first attempt to address the concern with the teacher. Only after such attempts have failed, should the administration be contacted. If the situation is still not resolved, then a written communication should be sent to the Board of Directors, and their decision will be final. All correspondence can be sent: Attention Board of Directors and placed in their mailbox in the school office.

Parental Responsibilities

Parent Organizations

The Academy Parent Association, ("APA") provides you with an opportunity to become involved in activities that support and enhance the education and socialization of your children. All families are strongly encouraged to join, participate in and support APA activities.

In addition to the Board of Directors of St. Kevin Catholic Academy, there are the following subcommittees: Academic, Finance, Marketing, Tuition Assistance, and Technology. Parents are urged to share their expertise in these areas by joining a subcommittee.

Parent Service Requirements

Since tuition does not cover the entire financial cost of operating the school, major fundraising is necessary. Your understanding and cooperation in this matter are expected and of the utmost importance. The APA Loving Hands Program is 10 hours of mandatory service for each school family. There are so many ways for you to become involved that this service should not be a hardship to any family. Remember, many hands make light work. Hours can be fulfilled by volunteering for APA events, helping at lunch, becoming a class delegate or participating in any number of school related activities designated by the APA. If hours are not met, families will be assessed \$25 per hour for all hours of incomplete service up to \$250.00. Membership is \$15.00 and this counts as one hour.

Parents as Partners

It is important that the parents and school act as partners in fostering Catholic values and to respect their teachers, school administration and peers.

Student Responsibilities

Code of Conduct

The student is a St. Kevin Catholic Academy student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Expected Student Behavior

Our program of discipline is growth-oriented rather than punitive. Some of the behaviors that are expected include:

1. Demonstrating respect for oneself in the manner of doing assignments and participating in class.
2. Being considerate of fellow students.
3. Respecting classroom rules.
4. Demonstrating patterns of inclusion rather than exclusion in the matter of friendships.
5. Developing an awareness of the harmful effects of teasing and bullying
6. Wearing the uniform with dignity.
7. Respect school property and keep study materials organized.

Prohibited Student Behavior

St. Kevin students should model good behavior and be an example for others to follow. As such, the following behaviors as further described in the Discipline section are prohibited for all St. Kevin students; bullying, cyber-bullying, alcohol usage, smoking,

drug usage, possession of weapons, harassment, use of foul language, unauthorized use of cell phone or electronics and other inappropriate behaviors.

Student Council

The purpose of this organization shall be to teach leadership, to promote good citizenship, to help each student appreciate his/her uniqueness, and the special talents of others, and to arouse a spirit of pride within ourselves and within our school. The Student Council promotes school service opportunities for students in grades 5 through 8 to help teachers, staff and their classmates throughout the school.

Discipline

Discipline Code

Evidence of discipline exists in a school community when the students, teachers, administration, and parents/legal guardians work cooperatively to educate the whole child: spiritually, academically, socially, emotionally, and physically. In order to accomplish this, expected and prohibited behavior is outlined above.

Bullying

THE DIOCESE OF BROOKLYN AND QUEENS ANTI-BULLYING /HARASSMENT POLICY

Purpose:

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

Definition:

Bullying, bias-based harassment /intimidation are intentional, repeated, hurtful acts (physical, verbal, written) committed by one or more persons towards another person or persons. It usually involves an actual imbalance of power which can be physical, emotional or verbal.

If not addressed, bullying can lead to the creation of a hostile, offensive or intimidating school environment and can affect a student's educational opportunities.

The behaviors include but are not limited to:

Physical: physical violence, stalking, threats, aggressive or menacing gestures, exclusion from peer groups which is intended to humiliate or isolate the target (relational bullying)

Verbal: taunts, teasing, derogatory language, derogatory jokes, name calling, slurs, spreading rumors

Written: written or graphic material including graffiti containing comments or stereotypes that are electronically written and transmitted via internet, social messaging sites, blogs, instant messaging, text messages, cell phone, webcams,. This would also include forwarding such messages if received. This generally constitutes cyberbullying.

Cyberbullying: is the bullying and/or harassment to include the use of information technology equipment, including, but not limited to, email, instant messaging, blogs, chat rooms, pagers, cell phones and gaming systems to carry out the acts of bullying.

Reporting Procedures:

The targeted student, parent/guardian of a student or other students in the school (bystanders), or any school staff who believe that bullying has occurred should report the incident to the principal. The principal needs to conduct an investigation by interviewing all parties separately.

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

Sexual Harassment

Sexual harassment is an area of increasing concern. According to federal law, sexual harassment includes but is not limited to:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, imitations or comments;
2. Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures;
3. Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study, or play because of some sexual matter;
4. Threats and demands to submit to sexual requests for certain benefits; and
5. Retaliation for having reported or threatened to report sexual harassment.

All threats will be taken seriously, if it is determined that the presence of the student in the school poses a safety threat to others in the school, then the student must be removed from the school setting.

Dangerous Weapons

All weapons are prohibited. All items that can be used as a weapon are prohibited.

Substance Abuse Policy

Drugs and drug abuse is a major threat to the health, education and welfare of students. The use and/or possession of drugs or alcohol on school property or during school activities is strictly forbidden. Smoking or possession of cigarettes on school property or during school activities is forbidden. If students are suspected of any of the above, parents/guardians will be notified. Appropriate disciplinary consequences will be imposed if there is a violator of this policy. Students are subject to suspension/expulsion for the use/or possession of cigarettes, drugs or alcohol on school property.

Technology

Electronic Devices

Teachers and students are not permitted to receive cell phone calls during school hours. Emergencies should be directed to the main office. A message will be given to the teacher. If you provide your child with a cell phone for safety purposes, it must be left in the backpack during the school day and turned off. All students who have a cell phone in school must have a signed cell phone contract. (See Appendix C for the Cell Phone Contract). If a student violates the cell phone policy, their parent will be contacted.

IPODS and MP3 players ARE NOT PERMITTED.

Internet

The academy policy regarding internet usage can be found on the website or in Appendix F. Students must have a signed internet usage agreement on file.

IPAD/Chromebook Responsibility

Responsibility regarding use of school issued IPADS/Chromebooks is set forth in Appendix A. Students and parents are required to review this document, as well as sign the accompanying agreement prior to the use of school issued iPads/Chromebooks.

Safety

Crisis Management Plan

Parents should be assured that the school has a Crisis Management plan in place. In the event of an emergency, St. Kevin Catholic Academy has its Crisis Management Plan on file with the Diocesan Education Office, as well as with the 111th Precinct. For reasons of security, this plan cannot be made available.

Emergency Procedures

For security reasons emergency procedures are kept confidential.

Fire Drills

Fire and emergency drills are held 12 times a year. During the first month of school, drills are held more frequently to acquaint the children with the procedure. It is essential that when the signal is given, everyone responds promptly and exits the building as quickly as possible. In the event of an emergency, St. Kevin Catholic Academy has a Crisis Management Plan. This plan is on file with the Diocesan Education Office, as well as with the 111th Precinct.

Emergency Closing

In the event of severely inclement weather or mechanical breakdowns, or an act of terrorism, school may be closed. School closing due to weather conditions will be posted on the academy website www.stkevinca.org. DO NOT CALL THE SCHOOL OR RECTORY. At St. Kevin, we also attempt to notify you of emergency closings through email and an automated telephone call system. In the event of a system-wide closing of the schools in the Diocese of Brooklyn and New York City, St. Kevin Catholic Academy will also be closed.

Delayed Opening

In a delayed opening situation, school would begin later in the morning so that parents, students, family members and staff would have additional time to arrive at school. When a one hour delayed opening is announced, students and staff would be expected to arrive at 9 am. When a two hour delayed opening is announced, students and staff would be expected to arrive at 10 am. There would be no early drop off program; however, there would, in all likelihood, be an after-school program unless weather/safety conditions would not allow the program to run.

There would be no bus service in the morning to school; however, the bus would run in the afternoon to transport the students back home. You would be responsible to get your child to school if he/she rides the bus in a delayed opening situation.

You would receive a message via Option C and our website announcing the decision either to close school or have a one or two hour delayed opening.

Field Trips

Field trips are integral and essential to the overall learning experience. They are also a privilege and not a right given to students. Parental permission slips are required for all field trips. Students who fail to submit a proper field trip form will not be allowed to participate in the field trip. The standard field trip permission form is attached (Appendix E). Telephone calls will not be accepted in lieu of written permission. All school trips are subject to the regulations of the Diocesan Schools Office. In the event of a school trip or school event conducted outside of the school premises, it is the

responsibility of the parent (or a designated person who appears on the child's emergency contact list) to attend with the child/student for the purpose of epinephrine administration, if necessary.

Visitors

All adults entering the building must sign the visitors' book and show identification in the Main Office. **Parents are not permitted to visit classrooms without first obtaining permission from the Main Office.**

Use of Student Information/Pictures

There is a standard permission form for usage of student image or voice in any multimedia form. (Appendix D).

Custody

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parents with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court certified copy of the court order.

Reporting Child Abuse

By law, school staff is obligated to report all signs of physical or sexual abuse that comes to their attention, either directly from the student or indirectly from other students or via first hand observation.

Reporting Sexual Offender

St. Kevin Catholic Academy presents the Child Lures Program to students to make them aware of the importance of not responding to strangers, and discusses actions each student should take if approached by a stranger, including reporting it to a responsible adult. The Child Lures Program improves self-reliance, raises self-esteem and helps students master personal safety skills. This is a yearly, age appropriate curriculum provided by the Brooklyn Diocesan Office.

Virtus Training

All parents who intend to volunteer or attend field trips or wish to interact with students at St. Kevin must have Virtus training and a current certificate must be on file in the office. Free training is available through the Brooklyn Diocesan Office at www.virtusonline.org.

Appendices

Appendix A

Acceptable IPAD/Chromebook Use Policy

Students and parents are required to review this document, as well as sign the accompanying agreement prior to the use of school issued iPads.

Technology resources are provided for the purpose of supporting the educational mission of the school. The school's goal in providing the iPad/Chromebook is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of the iPad/Chromebook is a privilege that carries responsibility and expectations consistent with all school rules and policies, including but not limited to those stated in the school handbook. It is understood that all members of the school community will use all types of computing devices and the school's network in a responsible manner at all times.

St. Kevin Catholic Academy is the sole owner of the iPad/Chromebook and all equipment. The iPad/Chromebook will be issued to students according to the guidelines set forth in this document.

This document covers School iPads/Chromebooks that are issued to the student for use of the iPad/Chromebook at school. The iPad/Chromebook is not permitted to be taken home.

1. iPads/Chromebooks

A. Receiving your iPad/Chromebook

iPads/Chromebooks will be distributed to students during an "iPad

Orientation/Chromebook” period. Parents & students must sign and return the iPad/Chromebook Acceptable Use Policy and Pledge documents before the iPad/Chromebook can be issued to their child.

B. iPad/Chromebook Check-in

iPads/Chromebooks will not be used during the final weeks of school, or any prior date as determined by the school. An assessment will be made as to the condition of the iPad and peripheral items (that can include screen protector, bumper, case, and sleeve.) The student/parent will be charged a fee for any needed repairs to the iPad/Chromebooks, not to exceed the replacement cost of the iPad/Chromebook. The student/parent will be charged for the replacement of peripheral items. The student/parent can opt to purchase the peripheral item. If so, said item will be approved by the school.

2. Caring for your iPad/Chromebook

Students are responsible for the general care of the iPad/Chromebook that has been issued to them by the school. iPads/Chromebooks that are broken or fail to work properly must be taken to their teacher for an evaluation of the equipment.

A. General Precautions

- The iPad/Chromebook is school property.
- Cords and cables must be inserted carefully into the iPad/Chromebook to prevent damage.
- iPads/Chromebooks must remain free of any writing, drawing, stickers, or labels.
- Students may not use “skins” to “personalize” their iPads/Chromebooks.

B. Carrying iPads/Chromebooks

- iPads must always be in a protective iPad case/bumper when carried or used. ● Avoid placing too much pressure and/or weight (such as folders and books) on the iPad screen.
- iPads/Chromebooks are not to be taken out of the classroom by the student.

Screen Care

The iPad/Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the iPad/Chromebook

- Do not place anything in the carrying case that will press against or scratch the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth.

3. Using your iPad/Chrome-book at School

iPads/Chromebooks are intended for use at school each day. The frequency of iPad use is at the discretion of the teacher.

A. Passwords

Students may not set a password for the iPads/Chromebooks. If a password is used on the iPad, the school will assign the student a password. Students are prohibited from sharing this password with anyone else except their parents/guardians.

B. Personalization

Background photos: a standard background will be preset on the iPad/Chromebook. This may be changed to an appropriate background of the student's choice.

C. Media

Photos Photo/Image Storage of student personal photos is not permitted. Downloaded images are permitted if they pertain to a project and should be deleted upon completion of the project.

D. Sound, Music, Games, Apps

- Students may not download music unless it is to be used in a project. Once the project is completed the music should be removed from the iPad/Chromebook. Illegally obtained music may not be put on the iPad/Chromebook. ● Sound must be muted at all times unless permission is obtained from the teacher.
- Students may not download and install apps unless permitted by the teacher.
- Violent and non-age appropriate games are not allowed on the iPads/Chromebooks
- When listening to the audio from an iPad/Chromebook, the student will use "ear buds" (or other approved audio listening device), for private listening.

E. iPad/Chromebook Charging

The teacher is responsible for ensuring that the iPads/Chromebooks are charged. At the discretion of the teacher, the student will plug the iPad/Chromebook into the cart via the USB connector on the cart. Otherwise, the teacher will perform this task.

F. iPad/Chromebook Storage

The iPad/Chromebook is to be returned to the iPad/Chromebook cart every day. The cart is locked after all iPads/Chromebooks are placed in the cart.

4. Managing Files and Saving Work

A. Saving Work to the “Cloud”

It is the student’s responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. iPad/Chromebook malfunctions are not an acceptable excuse for not submitting work; therefore, students should save all work to the “cloud”. Suggested ways of saving to the cloud include, but are not limited to, Google Drive, DropBox, and iCloud.

B. Network Connectivity

St. Kevin Catholic Academy makes no guarantee that the school wireless network will be up and running 100% of the time.

5. iPad/Chromebooks Software/apps

A. Software

Software required by St. Kevin Catholic Academy must be on the iPad/Chromebook in usable condition and be easily accessible at all times. The deletion of apps is therefore not permitted unless instructed to do so by the teacher. From time to time, the school may require the user to add or modify apps.

B. Inspection

Students may be selected at random to provide their iPad/Chromebook for inspection. St. Kevin Catholic Academy reserves the right to inspect iPads/Chromebooks and all of its contents at any time.

6. Acceptable Use

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in the iPad/Chromebook Acceptable Use Policy, privileges may be terminated, access to the school’s technology resources may be denied, and the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

A. Parent/Guardian Responsibilities

Talk to your children about responsibility and the standards that they should follow in their use of the Internet just as you do in the use of all media information sources such as television, phones, movies, and radio.

B. Students Responsibilities

- Use the iPad/Chromebook in a responsible and ethical manner.
- Obey general school rules concerning behavior and communication that apply to iPad use.
- Use all technology resources in an appropriate manner so as to not damage school equipment. Damage includes, but is not limited to, the loss of data resulting from delays, non-deliveries, or service interruptions caused by the student's own negligence, errors or omissions.
- Help the school protect our computer system/device by contacting a teacher about any security problems.
- Secure the iPad/Chromebook after their work is completed to protect work and information.
- Print a copy of any communication containing inappropriate or abusive language (or if the subject matter is questionable), and turn in to the Principal.

C. Student Activities Strictly Prohibited

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing School policy or public law
- Sending, accessing, uploading, or downloading, offensive, profane, threatening, obscene, or explicit materials
- Installing games/apps that contradict our mission as a Catholic Academy
- Spamming- sending mass or inappropriate emails
- Gaining access to other students' accounts, files, and/or data without permission
 - Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean others.
- Bypassing the school's content web filter through a web proxy.

D. iPad/Chromebook Care

- Students will be held responsible for maintaining their individual iPads and keeping them in good working order.
- iPad/Chromebook ear buds should be stored in a way to prevent them from being tangled rather than put directly in a pencil case. A small container, such as an Altoids mint box works well.
- iPads/Chromebooks that malfunction or are damaged must be reported to the classroom teacher immediately. Students will be responsible for the entire cost of repairs to iPads that are damaged intentionally.

7. Protecting and Storing your iPad/Chromebook

A. Storing Your iPad/Chromebook

When students are not using their iPads/Chromebook, nothing should be placed on top of the iPad/Chrome-book.

8. Cost of Repairs

Students will be held responsible for ALL damage to their iPads/Chromebook including, but not limited to: broken screens, cracked plastic pieces, etc. It is therefore imperative that any damages be reported immediately. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as cables will be charged a replacement cost.

St. Kevin Catholic Academy Student Pledge for iPad/Chromebook Use

- I will use my iPad/Chromebook only in ways that are appropriate
- I will always use appropriate language when using e-mails, journals, blogs, or any other forms of communication. I will not create, or encourage others to create abusive content. I will not use electronic communication to spread rumors, gossip, or engage in any activity that is harmful to other persons.
- I understand that the iPad/Chrome-book is subject to inspection at any time without notice and remains the property of the school
- I will follow the policies outlined in the iPad/Chromebook Acceptable Use Policy and general Acceptable Use Policy while at school at all times.
- I will take good care of my iPad/Chrome-book.
- I will never leave the iPad/Chromebook unattended and I will know where it is at all times.
- I will protect the iPad/Chromebook by only carrying it while in the case. ● I will keep food and beverages away from my iPad/Chromebook since they may cause damage to the device.

- I will clean the screen with a soft, antistatic cloth and only use approved cleaning solution.
- I will not disassemble any part of my iPad/Chromebook or attempt any repairs.
- I will not place decorations (such as stickers, markers, etc.) on the iPad/Chromebook or do anything to permanently alter the iPad in anyway. ● I will not remove or deface the serial number or other identification on any iPad/Chromebook.
- I will be responsible for all damage or loss caused by neglect or abuse. I agree to the stipulations set forth in the above documents.

Student Name (Please Print): _____

Student Signature: _____

Grade: _____

Date: _____

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____

Date: _____

Appendix B

St. Kevin Catholic Academy iPad/Chromebook Loan Agreement

This iPad/Chromebook Loan Agreement is entered into by St. Kevin Catholic Academy and the Parent(s)/Guardian(s) of the below identified student and sets forth the terms and conditions of the student’s use of an iPad/Chromebook that is owed by and the property of St. Kevin Catholic Academy. This Agreement becomes effective the date below and continues for the duration of the 2015-2016 school year.

Purpose:

Use of the iPad/Chromebook is designed to help support students in their learning. The iPad/Chromebook is used solely for educational purposes and is not to be used recreationally or for personal purposes.

Terms and Conditions:

The iPad/Chromebook, identified below, is being signed out for educational purposes only by the following student:

Name: _____

Parent(s)/Guardian(s) name(s):

Parent(s)/Guardian(s) contact phone number: _____

The iPad/Chromebook has been configured by the St. Kevin Catholic Academy with the approved software and applications to meet the needs of the student and the security requirements of St. Kevin Catholic Academy’s network. The student is responsible for keeping the iPad/Chromebook in good working order. The student must use the iPad/Chromebook in accordance with St. Kevin Catholic Academy’s “iPad/Chromebook Authorized Use Policy” and other relevant School policies and procedures.

While it is the student’s responsibility to keep the iPad/Chromebook in good working order, St. Kevin Catholic Academy recognizes that accidents can occur. Therefore, St. Kevin Catholic Academy has purchased AppleCare Plus warranty coverage for the iPads and pays for the service fee related to this coverage. This warranty covers accidental damage incidents that occur due to handling of the device. The student is responsible for immediately reporting to their teacher any software/hardware problems, or any other damage to the iPad. Under the AppleCare Plus plan, each device is covered for two different accidental damage events.

In the event the iPad is accidentally damaged on two or less occasions, St. Kevin Catholic Academy will submit the iPad for coverage under the AppleCare Plus plan. In the event the damage is deemed not covered by the insurance carrier for any reason or if the device has already been submitted for coverage on two prior occasions, the student and his/her parent(s)/guardian(s) are solely responsible for paying the cost and repairs or replacement of the iPad as deemed necessary by the manufacturer.

The replacement cost of the device is \$_____. The replacement cost for the case is \$_____.

Acknowledgement:

By signing the agreement, you acknowledge and agree to be responsible for the device that is loaned to you and take full financial responsibility for any damage or loss that

occurs to the iPad/Chromebook as outlined above. You further acknowledge and agree to the above terms and conditions voluntarily and willingly.

Finally, you acknowledge that you have read and reviewed the iPad/Chromebook Authorized Use Policy with the student and by signing below agree to abide by the terms of such policy.

Parent/Guardian Signature

Date

Student Signature

Date

Appendix C

St. Kevin Catholic Academy
45-50 195th Street
Flushing, NY 11358
718-357-8110

If you provide your child with a cell phone for safety purposes, it must be left in the backpack during the school day and turned off.

What are some of the problems with cell phones in classrooms?

The obvious disturbance of class teaching time...students making/receiving calls. The use of cell phones to take unwanted pictures.

The use of cell phones to text message friends during the day, get/give answers on tests, etc.

The use of cell phones to access the Internet without adult supervision or filters. The use of cell phones to play games during class time.

PARENT/ STUDENT CELL PHONE CONTRACT

Cell phones are not to be carried by children in Pre-K – 3rd grade without prior approval of principal.

Cell phones must be turned off during the school day

Cell phones must be left in the backpack during school day.

If a cell phone is seen or used in any way, the parent/guardian must will be notified.

If a phone is in the possession of a child who has not returned a signed contract, the phone will be confiscated until the contract is signed and parent/guardian picks up the phone.

St. Kevin Catholic Academy takes no responsibility for lost, stolen or misplaced cell phones.

I agree to abide by St. Kevin Catholic Academy policy for cell phones.

Parent/Guardian Signature

Date

Student Signature

Class

Date

Appendix D

St. Kevin Catholic Academy
Student Photography Consent Form

Name of Student: _____

Grade: _____

St. Kevin Catholic Academy would like to take photographs/make a video recording of your child for promotional purposes. These images may appear on printed publications, in the media, on video and/or on our website or all four locations.

Your permission is needed before any photographs are taken of your child. Please answer the questions below and then sign and date this form.

Please answer the following:

May we take photographs of your child?	Yes	No
--	-----	----

I have read and understood the above conditions.

Signature: _____ Date: _____

Printed Name: _____

Appendix E

St. Kevin Catholic Academy
45-50 195 Street
Flushing, NY 11358
718-357-8110

Field Trip Release Form

Teacher's Name: _____ Class: _____

Date of trip: _____ Time: _____

Destination: _____

Expected time of return: _____

Mode of transportation: _____

Lunch: _____ Cost: _____

Special features, events, etc: _____

I/we, the parent(s)/guardian(s) of _____, request that the school allow my/our child to participate in the outing stated above. In consideration for the making of the arrangements for this trip, we hereby release and save harmless the school and all its employees from any and all liability arising to my/our child as a result of this trip.

Parent/Guardian signature:

_____ Date: _____

***Emergency contact:

Name: _____ Phone # _____

I will be willing to chaperone _____

_____ My child will not be going on the above stated trip and I understand he/she is expected in school.

_____ I am Virtus Certified _____ I am not Virtus Certified

Parent/Guardian signature: _____

Appendix F

Internet Acceptable Use Policy

St. Kevin Catholic Academy provides internet access for educational purposes to those who agree to act in a responsible and considerate manner. A signed parental request for this privilege is required prior to authorization for each student.

It is expected that individual users of the school network will act with honesty and be respectful of the rights of others. Users are reminded that it is inappropriate to give personal information, to use foul language, to harm others in any way, to participate in

chat rooms without specific permission, or to bypass any security measures installed in the system. Parents are responsible for discussing and reinforcing the guidelines for safe use of the internet with their child.

Irresponsible or non-educational use of the school network is a violation that will result in the loss of access to the internet. Additional disciplinary measures may be determined by the nature of the violation. Furthermore, students who have websites or who post information on a website such as, but not limited to: Facebook, YouTube, Twitter, Ratelyteacher, Instagram, that portray St. Kevin Catholic Academy or any member of the Academy community in a negative light or threatens any individual, will be subject to disciplinary action and may lead to dismissal, even if the posting is done outside of the school during non-school hours.

As the parent or legal guardian of the minor student signing below, I grant permission for my son or daughter to access networked computer services such as electronic mail and the internet. I understand that individuals and families may be liable for violations. I understand that some materials on the internet may be objectionable but I accept responsibility for guidance of internet use-setting and conveying standards for my daughter or son to follow when selecting, sharing, or exploring information and media. It is the responsibility of the parents/guardians to monitor closely what their children are doing on the computer in the home so that problems do not carry over to the school.

Student's Name: _____ Grade: _____

I agree to use St. Kevin Catholic Academy Internet access for educational purposes and will act in a responsible and considerate manner.

Student's Signature: _____ Date: _____

I agree to be responsible for discussing and reinforcing the guidelines for safe use of the internet with my child, encouraging honesty and respect for others. I request that St. Kevin Catholic Academy Internet privileges be authorized for my child.

Parent's Name: _____

Parent's Signature: _____

Date: _____