

Regina Coeli School

Hyde Park, New York



Respect Community Service

Student – Parent Handbook

August 21, 2009

Catholic Schools - Celebrate

Service

Children Learn What They Live

If a child lives with criticism, she learns to condemn.

If a child lives with hostility, he learns to fight.

If a child lives with ridicule, she learns to be shy.

If a child lives with jealousy, he learns to be guilty.

If a child lives with tolerance, she learns to be patient.

If a child lives with encouragement, he learns to be confident.

If a child lives with praise, she learns to appreciate.

If a child lives with fairness, he learns justice.

If a child lives with security, she learns to have faith.

If a child lives with approval, he learns to like himself.

If a child lives with acceptance and friendship, she learns to

Find love in the world.

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Regina Coeli School Philosophy

We believe that Regina Coeli School is part of the community of believers who bear witness to the Gospel of Jesus Christ by helping families nurture their children in the love of God, the love of neighbor, and Catholic Christian values.

Regina Coeli School strives to provide a disciplined atmosphere in which each child can develop his or her full potential. We believe in each child's uniqueness and giftedness.

All members of our school community work to develop in each student a sense of respect for and responsibility to God, others, and self.

Spiritual Program

Formation in the spiritual life concerns the child's awareness of himself/herself as God's creature. With progressive guidance in ever increasing intimacy with God, he/she will respond with love, faith, obedience and gratitude.

Formation in the spiritual life begins at home and is always the primary responsibility of the parents. This foundation will be built upon in school by providing greater knowledge through religious education and development of the student's prayer life.

Relating to the child with respect and sensitive love is an excellent lesson of how the child is loved by God.

Academic Policies

Academic Expectations

Regina Coeli School expects students to perform to the best of their ability. Teachers are expected to evaluate student progress on a regular basis. Students will be given quizzes or tests regularly. After the test is graded, it will be sent home for the parent to review and sign. Parent signature indicates that the parent is aware of the student's progress. If a parent does not receive quizzes or tests to sign, the parent should contact the teacher.

Academic Program

Regina Coeli School provides instruction in the following areas in accordance with the New York State Department of Education and the Department of Education of the Archdiocese of New York.

Religion	Spanish (grades 6-8)	Mathematics
Physical Education	Language Arts	Art
Reading/Literature	Music	Social Studies
Computer Literacy	Science	Library Science
Spelling		

Integrated into the program are Health, Tech and Careers, Human Sexuality, and Handwriting.

Special Accelerated Math classes are offered in the 7th and 8th grades.

The Hyde Park Central School District conducts a program for advanced learners, in grades 3-8, entitled IMAGE, which is an acronym for Inquiring Minds And Gifted Education. Teachers from Regina Coeli School are asked to nominate potential students for participation in IMAGE. District personnel make the final selections after evaluation of our nominated students. Students selected for IMAGE participate on a voluntary basis.

Homework

Homework is an extension of the classroom lessons. It is an integral part of the learning experience. Homework assignments are given to reinforce and augment the lessons taught in class and provide exercises in the development of good work habits, good study habits and responsibility. Various studies have concluded that there is a definite correlation between success in school and doing homework on a **regular basis**. As a general rule, each child is assigned homework (study, and/or written) each night. The amount and type of homework given is at the discretion of each teacher.

Students are required to complete all homework. Failure to accomplish, or to accomplish completely, these assignments can lower a student's grade.

Parents can do much to aid their children's progress through the proper direction of homework:

1. By consistently providing time, location and an atmosphere conducive to learning for their children, parents will aid teachers in reinforcing and applying skills needed for mastery of a topic and at the same time teach their children individual responsibility.
2. By checking homework for neatness and thoroughness.
3. By reviewing the day's work even when a written assignment may not be given.
4. By continually monitoring the children's work habits.
5. By encouraging and assisting the children in developing and maintaining organizational skills
6. By checking with the teacher if children consistently come home without assignments.
7. By checking the children's assignment notebooks daily

Primary grade students are encouraged to read to their parents at least fifteen minutes each night.

For the convenience of students who are absent from school, a homework telephone hotline system has been established. Teachers will update their homework hotline by 4:00 p.m. on a school day. Instructions for accessing the homework hotline will be provided to each school family at the beginning of the school year, and whenever any change in the procedures occur.

(Note 1: It is the **responsibility of the student** to verify with his/her teacher(s), on the first day back to school, what, if any, assignments need to be made up.)

(Note 2: Students who are unexpectedly absent due to illness, etc. will normally have one day to complete make-up assignments for each day absent, [e.g. a student absent from school for three days due to illness will have up to three days in which to make-up missed assignments.]

(Note 3: Any make-up work is in addition to the current school work.)

Parents may request that books for an absent student be sent home with a sibling or a neighbor, etc. This request should be made in the morning when calling to report the child's absence. The books will be removed from the student's desk and provided to the designated courier **at the end of the school day.**

In the case of planned absences (family business, travel, etc.), assignments **WILL NOT** be provided prior to the absence. It is the **responsibility of the student** to verify with his/her teacher(s), on the first day back to school, what, if any, assignments need to be made up.

Grades and Grading

Report cards are distributed four times a year for Grades Kindergarten to 8th. Pre-K report cards are distributed three times per year. The report card is a link between the school and home. The distribution of the first report card of the year is done in conjunction with individual parent-teacher conferences.

Academic Achievement

The first part of the Archdiocesan Report Card is used to mark the student’s achievement in academic subjects.

The achievement mark is based upon the demonstration of mastery of material covered in class such as:

1. Class work
2. Homework
3. Quizzes
4. Unit tests
5. Comprehensive examinations and
6. Special projects

According to the Archdiocesan Grading Policy, the following percentages will be used to determine the grade for the report card:

	Grades 1-4	Grades 5-8
Tests/Quizzes	50 %	50%
Classwork/Participation	25%	20%
Homework	5%	10%
Projects/Portfolio	20%	20%

Numerical marks are recorded on report cards in academic subjects for Grades 1 - 8; letter grades are recorded for “specials” (e.g. Art, Music, etc.)

Passing is any mark 70% or above for numeric grades and an A, B, C or D for letter grades.

Character Development

The conduct/effort grade on the report card is placed under Character Development as a “Conduct Grade”. This mark indicates that the student:

- 1) Respects school authority
- 2) treats students with respect
- 3) follows class and school rules,
- 4) exhibits self-control
- 5) listens attentively
- 6) exhibits care of personal and school property and
- 7) uses technology appropriately.

Progress reports will be sent home half way into each marking period.

If a student is experiencing academic difficulties, parents will be notified by the classroom teacher. Parent-teacher conferences other than the above are scheduled at the request of the parent or teacher. This may be done by way of a written request or a phone call to the school. A conference will then be scheduled at the nearest convenient time for both parties.

Honor Roll

Students in Grades 6-8 are eligible for inclusion in the Regina Coeli Honor Roll as an acknowledgment of achievement in academics. Students achieving a “B+” or better average are eligible for one of the three separate Honor Roll Listings as follows:

- Principal’s List - 97% average; no numerical grade less than 92%; no letter grade less than a “C” on the report card.
- First Honors - 92% average; no numerical grade less than 87%; no letter grade less than a “C” on the report card.
- Second Honors - 87% average; no numerical grades less than 80%; no letter grade less than a “C” on the report card.

Good conduct is a requirement to receive inclusion in the Honor Roll. Therefore, a student must receive an “A” (excellent) in “Conduct” to be eligible for the Principal’s List. A student must receive an “A” (excellent) or “B” (good) in “Conduct” to be eligible for First or Second Honors. A student who does not receive the required grade in Conduct, will not receive Honor Roll inclusion even though academic grades might warrant it.

Report Card Distribution

Report cards are distributed in November, January, April and June for grades K-8, and November, March and June for Pre-K. The November Report Cards are distributed during the Parent-Teacher Conference; all other report cards are normally placed in a sealed envelope and sent home to the parents via the students. Report cards may be withheld if all financial obligations have not been met.

Report cards may not be given out before the assigned date. In the event that a student will leave school prior to the last day in June and all financial obligations have been met, the student may give the teacher a self-addressed stamped envelope and the report card can be mailed on the last day of school.

Promotion/Retention

Very few decisions we make about children are more important than recommendation to promote or retain a student. Most students will be able to follow our school’s regular program of sequential learning objectives. If the student successfully achieves the year’s objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance may indicate that some students cannot follow our complete course of study. Therefore, the decision to retain a student indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

The decision to retain a student is arrived at after careful study of a student's growth in all areas of development and consultation with the parents and teachers. **The final decision to retain a student rests with the principal.**

Specific Criteria for Retention:

1. The student has failed to pass the major subjects on each grade level.

The list below indicates the specific failure(s) on each grade level that could result in retention at that grade level:

Kindergarten - Developmental immaturity

Grade 1: Developmental immaturity leading to failure in reading

Grade 2: Failure in reading

Grade 3: Failures in reading and mathematics

Grades 4, 5, 6: Failures in reading and mathematics **or**

Failure in reading or mathematics in addition to failures in two of the following:
religion, science, social studies, language arts

Grades 7 & 8: Failures in reading and mathematics **or**

Failures in reading and English **or**

Failures in reading or mathematics in addition to failures in two of the following:
religion, science, foreign language, social studies

2. The student has failed to achieve satisfactory scores on a standardized test in reading, mathematics, and language arts.

The following list indicates the cut off points for satisfactory scores:

Grade 2: Five months below grade level

Grades 3 and 4: one year below grade level

Grades 5 and 6: one year three months below grade level

Grades 7 and 8: one year five months below grade level

3. The student has not demonstrated acceptable effort toward achieving academic success.

Types of behavior that may indicate unacceptable effort include:

failure to complete assignments, consistent inattention to classroom instruction, and lack of preparedness for school assignments.

Ordinarily the teacher(s) and principal will give serious consideration to retaining an individual student who has not demonstrated acceptable effort according to the three criteria above, however, a significant deficiency in two of the criteria may warrant consideration for retention.

In case of students facing retention, attending an authorized summer school or being tutored by a professional tutor may make up failing grades. A written report or evaluation of the student's successful progress must be submitted in writing before he/she will be admitted to the next grade.

Admission Policies

Roman Catholic Schools in the Archdiocese of New York base not only their educational purposes but all activities on the Christian teaching of the essential equality of all people as rooted in God's love.

Thus, with discriminations repugnant to their nature and mission, Catholic schools in this Archdiocese have not and shall not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

This policy is subscribed to by all Catholic Elementary and Secondary Schools in the Archdiocese of New York whether owned or operated by the Archdiocese, the parishes of the Archdiocese, or Religious Communities within the Archdiocese.

We at Regina Coeli subscribe fully to the above stated policy. Regina Coeli aims to provide its children with an educational experience based on a Catholic philosophy of education. Any student who fulfills the age, and health requirements is eligible for admission.

The process for admission to Regina Coeli School is: parents must complete the school application form and provide all required documents. Following an interview and evaluation of the materials, the parent will be notified about the status of the child.

Regina Coeli School gives preference in admission first, to siblings of currently enrolled students; second, to Catholic students whose parents are active members of the parish; third, to Catholic students whose parents are active in another Catholic parish; fourth, to non-Catholic students.

Children applying for Pre-Kindergarten must be **three years of age by December 1st**. Children applying for Kindergarten must be **five years of age by December 1st**. Children entering the First Grade must be **six years of age by December 1st**.

Birth and Baptismal certificates as well as immunization records must be presented at the time of registration. New students entering at all grade levels will be denied admission to school unless proof of complete immunization is presented.

New York State Education Law likewise requires a physical exam for Kindergarten, First, Third, and Seventh grade children and all new students entering a school.

Assessments

In addition to class and school exams, your child will also take part in the Archdiocesan testing program which includes the Archdiocesan Religion test, annual standardized tests, and New York State Education Department assessments. These tests measure academic growth over a period of time.

Archdiocesan Testing

Students in Grades 3-8 participate in the Archdiocesan Religion Test conducted in the Spring.

Standardized Testing

Students in grades one through eight participate in the annual Iowa Test of Basic Skills (ITBS) standardized testing program in language arts, mathematics, reading, social studies, science, reference skills, and cognitive skills.

NY State Assessments

Regina Coeli School administers the following New York State Assessments:

Grade 4 – English/Language Arts, Math, Science

Grade 5 – Social Studies

Grade 8 – English/ Language Arts, Math, Social Studies, Science

(Note: Students in Grade 8 also take the NY State Foreign Language Proficiency Exam in Spanish. Passing this exam earns the student credit towards a NY State Regents High School Diploma.)

Notification of testing dates is noted in the yearly calendar and in the weekly newsletter. Results of the tests are sent home through the students as soon as possible after the school has received the results.

Accelerated Math

Accelerated Math is offered to students in Grades 7 and 8 who meet the following guidelines:

1. 90% or higher in the standardized achievement testing for two consecutive years.
2. 90% or higher average in the 6th Grade classroom tests.
3. Excellence in daily classroom performance.
4. Passing grades in all other major subject areas.
5. Ability to grasp concepts easily, good organizational skills and self-motivation.
6. Principal and teacher(s) evaluation and recommendation
7. Consideration will be given to students who do not meet all of the above but who show a proficiency in math. Parents may also request consideration for a student's admission to the program.
8. The final decision belongs to the administration.

***To remain in the Accelerated Math Program a student must maintain an 85% average.*

After School/Before School Program

An "After School/Before School" Program is available for students at additional cost. Information will be provided to all school families by the program coordinator.

Attendance Policy

The purpose of the attendance policy is to ensure that, to the maximum extent possible, every student attends school every day for the entire day.

The school day begins at 8:15 a.m. and ends at 3:00 p.m. Faculty Meetings are held once a month (usually the first Friday). Dismissal on these and other half days is at 12:00 noon. The yearly calendar gives specific dates.

Regular attendance is vital to a child's success in school. Frequent absences hinder the student's full involvement in this process and jeopardize his/her academic achievement.

If students will be absent or tardy, parents are expected to call the school office by 8:30 a.m.

Parents are responsible under New York State Law for their children's regular attendance and punctuality. Under that law, only certain circumstance constitutes excused reasons for absence.

The following reasons for absence or tardiness will be considered as excused:

Sickness	Attendance at health clinics
Sicknesses or death in family	Approved work programs
Impassable roads or weather	Approved school/college visit
Quarantine	Military obligations
Religious observance	Court appearance
Suspension	

State Law considers all other reasons for absence or tardiness to be unexcused. Thus, absences for personal or business reasons or for vacation purposes during the school year are considered unexcused and must be recorded as such. The school administration makes the final determination as to whether an absence or tardiness is excused or unexcused.

Students missing more than five classes during a grading period due to unexcused absences may receive a failing grade in the subject(s) missed.

Absence

NYS Law also requires that the parent or guardian submit a WRITTEN NOTE to the school office each time a student is absent. The following information is essential:

1. Date(s) of the absence(s)
2. The specific nature of the illness
3. Reason for the absence
4. Signature of the parent or guardian

When a child returns to school, a completed absence form must be given to the homeroom teacher (See appendix). If an absence form is not received, the absence will be considered unexcused.

Following a communicable disease or extended absence, a note must be presented from a doctor stating the nature of the child's illness and certifying that the child is able to return to school.

In addition to school attendance, all Catholic students attending Regina Coeli School are expected to attend Sunday Mass each week. The celebration of the Eucharist is the focus of the Catholic Faith, and children attending the school should attend Mass as a matter of church law and school policy.

Tardiness

It is imperative that all students report to school on time. Lateness to class disrupts learning. A student arriving at school after 8:15 a.m. is considered tardy. Tardy students must be signed in at the office by a **parent or guardian, NOT themselves**, to receive a late pass. (Note: Parents are **NOT** to bring students to their classroom.) Children may not enter class without a late pass.

(**Note:** Two unexcused tardiness' equal one unexcused absence)

Release of Students (during school day)

The school has a Sign-out Log located in the main office.

Occasions for using the Sign-out Log:

- For liturgies and services when altar servers/workers leave school; the students will sign out and in.
- In the event of a student illness the parent or an adult designated by the parent must come to the school and take the child. It is against the law to dismiss a child during school hours except into the direct custody of a parent, guardian, or an adult designated by the parent. If the parent cannot be contacted, the school will contact the name listed on the child's emergency card. Emergency cards are completed in September **and must be updated as necessary.**
- When a student is released to a parent or guardian, that adult must sign the Sign-out Log.
- For a prearranged appointment when the student is released, the parent, guardian, or approved adult must sign the Sign-out Log.

Requests for early dismissal for doctor/dentist appointments are discouraged. It is recommended that appointments be made after school hours and during vacation. A written request signed by the parent/guardian is required for a student to leave school early. The request must include the following:

1. The reason for the early dismissal
2. The date and the time of the early dismissal
3. Parent/guardian signature

Early dismissal will be considered as excused for sickness, court appearance, approved work program or attendance at health clinics

All other reasons for early dismissal will be considered as unexcused. The school administration makes the final determination as to whether an early dismissal is excused or unexcused.

In the event of last minute unexpected requests, the school office should be notified as early as possible. Students will not be allowed to leave the school without a written request.

(**Note:** The end of the school day can be hectic, therefore, any **early dismissal must occur before 2:45 p.m.**)

General

Excessive student absence and tardiness in any given year may lead to denial of registration for the following school year.

A record of student absences will be reported via report cards. In certain situations regarding absences or tardiness, school officials may notify the parent/guardian via telephone.

If there is a problem adhering to the school policy regarding attendance and punctuality, the school administration and parent/guardian will meet to define the problem and to develop specific strategies to eliminate the problem.

The above information provides provisions of the Attendance Policy directly affecting students. The entire policy provides information and guidance for teachers on necessary procedures to be followed.

Books

Textbooks are school or District property and must be treated with care. All lost, damaged, or defaced books must be paid for by the student to whom they are issued. The student must keep all textbooks covered with a strong, neat cover throughout the year. Contact paper is NOT to be used to cover any hard covered textbooks. Contact paper may be used to cover softbound consumable books such as the Religion textbooks. Each child is responsible for keeping his/her books in good condition. Books that are lost or defaced become the liability of the student and his/her parents. If a book is lost or defaced the school will bill the parents for the cost.

Students in Grades 1-8 are required to have a school bag for carrying books to and from school.

1. **ASSIGNED TEXTBOOKS:** When a textbook is lent to a pupil on a semi-permanent basis, the New York State Department of Education requires that:
 - a. The pupil's name be placed in the space provided in each book
 - b. The teacher makes a record of the number of the book
 - c. The teacher makes a record of the condition of the book
 - d. In September, each child will put a clean cover on each textbook received. In June, extra materials and covers are removed
2. **SUPPLEMENTARY BOOKS:** When books are handed out to the children for use during a specific period they will be collected after they have been used.
3. **LIBRARY BOOKS:** Students may borrow up to two books from the library for a **ONE-WEEK PERIOD**. Books may be renewed. Books are charged to the child so that he/she will have the experience of signing out a library book and abiding by due dates.

It is essential that all materials be returned on time for the benefit of everyone who uses the library. The student will be issued an overdue notice if the material has not been returned on time. Any lost or damaged materials must be replaced at the expense of the borrower. If a lost book is located after a replacement book has been ordered, the child will be allowed to keep the old book since he/she has paid for it.

A student may not borrow books until overdue books are returned.

Bus Transportation

Busing is provided within a 15-mile limit to students from their residence. The public school district where the student resides provides the service.

Students must ride their assigned bus for insurance coverage purpose. Students are not permitted, under any circumstances, to ride buses from another school district. In the event a Hyde Park student needs to take a different bus within the district, the following is required:

1. A written request signed by a parent/guardian
2. An official Hyde Park Bus Pass (obtained from our school office)

Students who usually ride buses are not permitted to walk home or to go home by car with another parent without written consent of their parent or guardian. Parents are held responsible if students disregard this policy.

Forms requesting bus transportation for your child must be signed and sent to your respective school district each year prior to April 1st.

Bus Conduct

Time spent on the bus is considered part of the school day. **Students must bear in mind that conduct on the bus should bring credit to themselves and to the school.** Pupils owe it to themselves and each other to behave in such a way that no one's safety will be jeopardized. If such infractions are brought to the attention of the school, those who fail to act responsibly will be subject to disciplinary action by the principal and possible suspension from the bus service. This will not happen if each student observes the bus rules as noted below.

The following bus rules should be reviewed with the children:

1. Cooperate with the bus driver – show respect at all times
2. Stay seated while the bus is in motion
3. Keep hands, feet and head inside the bus
4. Keep hands, feet and other objects to yourself
5. Respect the rights of others and be courteous
6. Do not swear, smoke, eat or drink on the bus
7. Avoid loud talking or shouting
8. Do not throw objects
9. Do not write on, cut or otherwise deface or destroy the seats and interior of the bus
10. Do not run or push while getting on and off the bus
11. Keep feet off seat

Cheating/Plagiarism

Cheating

While most students are aware that cheating is wrong and a violation of school rules, there has been some confusion over what cheating is. Some of the activities that constitute cheating are:

- Copying test answers from another student's paper (with or without the consent of the other student)
- Copying homework, class work, etc. from another student (with or without the consent of the other student)
- Completing exams/assignments using unauthorized material (e.g. notes, books, calculators, etc.)

Note: A student who willingly allows another to copy their work, is as guilty of cheating as the Student copying.

Plagiarism

Plagiarism is a subset of cheating. It is the taking (ideas, writings, etc.) from another and passing them off as your own. With the easy access of material on computers, the temptation to plagiarize another's work can be quite strong. Students need to realize that the incorporation of another person's work, without proper acknowledgment, into their assignment is plagiarism, and therefore cheating.

As a minimum, the consequences of cheating will include a grade of zero on the test/assignment.

Child Abuse Laws

Under NYS law, school officials are responsible for reporting any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If the teacher or school nurse suspects abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

Child Custody

Custodial parents are entitled to receive original sets of report cards, school and special events notices, school calendars, etc.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents may be asked to supply the teacher with self-addressed stamped envelopes for convenience and expediency.

Change of Address/Telephone

Change of address or telephone numbers should be reported to the school office without delay so that our records may be kept up to date for mailings and/or emergencies.

Communication

Since as parents you are the child's first teachers, you are our partners in education. Therefore, regular communication with you is an essential part of your child's school experience. Scheduled parent conferences allow teachers and parents to discuss student achievement as well as to develop means to assist students in areas of difficulty.

A parent may request a meeting with a teacher at any time by simply sending a note to the teacher in question and the teacher will arrange this meeting outside class time at a mutually convenient time. The meeting should take place in a classroom or some other place that insures privacy, never in a hallway or on the street. A parent who is refused such a meeting should notify the principal.

Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on **Child Abuse**)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. **Always the sense of the sacred should prevail.**

Crisis Plan

Should a crisis require evacuation from the Regina Coeli School building, students will be brought to a safe place located at Regina Coeli Church (alternate location, Hyde Park Town Hall) and parents can meet them there.

Daily Schedule

The following schedule is observed at Regina Coeli School:

8:15 a.m.	Students Enter School
	(Note: Students arriving after 8:15 a.m. Require a “tardy slip” from the office)
8:25 a.m.	Morning prayers, Pledge of Allegiance, and announcements
11:20 a.m.	Dismissal of half-day Pre-K students
11:50a.m.-12:15p.m.	First Lunch (Gr. K-5) / First Recess (Gr. 6-8)
11:55a.m.-12:25p.m.	Pre-K Lunch
12:20-12:45p.m.	Second Lunch (Gr. 6-8) / Second Recess (Gr. K-5)
2:55 p.m.	Afternoon prayers and announcements
3:00 p.m.	Dismissal

(Note: On days scheduled for “Early Dismissal” (normally 1st Fridays), dismissal will take place at 12:00 noon. There will be no lunch periods scheduled on Early Dismissal Days.)

With the exception of participants in the *After School/Before School Program* there is no Regina Coeli School Staff available to watch out for problems on school grounds or to supervise children on school grounds before 8:00 a.m. And after 3:00 p.m.. Students should not arrive on the school grounds prior to 8:00 a.m. And parents must arrange to pickup at dismissal times. **IN THOSE INSTANCES**

WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 8:00 a.m., PARENTS MUST PROVIDE FOR THEIR PROTECTION AND SUPERVISION.

(Note: All students arriving for school are to be dropped off in the back parking lot (normal procedure), or at the side door (inclement weather procedure) and line up with their class. On time arrivals are NOT to enter the school through the main entrance. Students arriving late must enter through the main doors, report to the office to be signed-in by their parent/guardian, and receive their tardy slip.)

To avoid class interruptions, any messages, forgotten lunches, books, boots, etc., must be taken to the SCHOOL OFFICE (**not the classrooms**). The school office will insure proper distribution.

Discipline Code for Student Conduct

Parents choosing Catholic school for their children frequently cite our commitment to structure and discipline as a major reason for their investment in Catholic education. Our students are to conduct themselves at all times as examples of Christian behavior and exhibit the values of their family, the Church, and our school community. Good classroom order and a tight school structure help to insure the safety of all children, facilitate the learning for all students, and promote self-control and self-respect in the individual child.

While most parents find our approach to discipline to be very favorable, there are instances when a child breaks a rule and must suffer the consequences of his or her action. It is then that a parent may attempt to debate the fairness of the school policy or make excuses for the child's misbehavior. The administration of this school does not engage in debates with parents about our rules and regulations, nor can it be supportive of parents who are interfering with a child's growth in accepting personal responsibility for his or her actions. By enrolling a child in this school the parent agrees to be supportive of the rules and regulations that we deem as critical in the spiritual, academic, and behavioral growth of the child.

Teachers discipline students directly for minor classroom disruptions, for not coming prepared to class, not being in the complete school uniform, for not completing assigned homework, for minor verbal disputes with other classmates, or other incidents which interfere in the teaching-learning process for the child and his or her classmates. Parents are notified of classroom problems by the teacher and are asked to help the teacher to insure that inappropriate behavior is modified.

Teachers are not permitted to use corporal punishment on any child. Perceived acts of corporal punishment should be reported to the principal of the school immediately by students or parents.

It happens that some classroom discipline issues are referred to the administration of this school. This would include chronic minor problems listed above or major problems such as, but not limited to, chronic lateness, the verbal abuse of the teacher by a child; signs of disrespect to a teacher or another adult on the staff; fighting; physical, sexual, or verbal harassment of a fellow student; violent behavior; stealing; vandalism; or the possession of a drug, alcohol, or a weapon. The administration handles such matters in a variety of ways depending on the severity of the incident.

The school employs a progressive discipline system for minor acts of misbehavior in order to encourage students to change inappropriate behavior so that sanctions do not increase in severity. For such acts, students are often given (conduct referrals, demerits, detention, etc.) Repeated violation of these rules and regulations may result in suspension from school or the non-re-registration of the child for the next school year.

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student may be immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases in which a child engages in a fight, which causes injury to another child or adult, the police will be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

It is the expectation of this school that student behavior is exemplary both on and off school grounds. A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to discipline students for acts such as, but not necessarily limited to, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet) and stealing. Such misconduct could result in any number of punishments including the possibility of suspension or expulsion.

Lastly, a child's arrest for a crime on or off of school grounds, within or beyond the vicinity of the school, at any time could result in the child's suspension or expulsion. A child's conviction of a crime on or off of school grounds, within or beyond the vicinity of the school, will likely result in a child's expulsion.

Demerit System

A demerit system is used in grades four through eight. The purpose of the system is to build self-discipline and accountability for actions. An explanation of the system follows:

Demerit Procedures

- Demerits will accumulate during each marking period. No demerits will be carried over in subsequent marking periods.
 - Demerits may be given by the faculty and/or principal
 - Demerits are recorded by the homeroom teacher
- a. When a student accumulates 8 demerits, a detention must be served.
 - b. A detention notice will be sent home for the signature of the parents. The notice also represents notification of the need to pick the student up on the day detention is served. Parents will be given at least 48 hours notice (NO EXCUSED ABSENCES). If a student fails to serve a detention, he/she will be given an additional detention to serve.

Assignment of demerits:

One Demerit:

- a. Repeated failure to follow classroom or school rules

Two Demerits:

- a. Misbehavior in the hallways, rest rooms and/or playground
- b. Failure to observe proper cafeteria procedures (disruptive behavior or throwing food)

Three Demerits:

- a. Misbehavior in church
- b. Misbehavior in all classes including library, computer, art, music and physical education
- c. Copying assignments
- d. Voluntarily allowing assignments to be copied

Four Demerits:

- a. Failure to show proper respect and courtesy to adults in authority (which includes parent volunteers)
- b. Cheating on tests, exams or quizzes (This also results in a zero on the test, exam or quiz)
- c. Use of foul or offensive language or gestures

Fighting, vandalism, truancy and behavior not specified in the demerit system will be handled on an individual basis in consultation with faculty and administration.

Detentions

After school detentions may be given to students as a form of disciplinary action. When a detention is deemed warranted, a detention notice will be sent home for the signature of the parent/guardian. This notice also represents notification of the need to pick the student up on the day detention is served. Parents will be given at least 48 hours notice (no excused absences).

Detentions will normally be held from 3:10 - 4:10 p.m. under the supervision of a teacher or an administrator. Students must be picked up promptly at 4:10 p.m.; they may not walk home. Students serving detention WILL NOT be permitted to participate in the "After School/Before School Program" on a detention day. No student may wait for a ride unattended outside or in the foyer. After 4:10 p.m. a late fee of \$ 10 will be charged for every 20 minutes (or portion of). This money will be given to the teacher providing the supervision.

Two detentions in the same grading period will result in the second detention being scheduled for a Saturday work time. The student must serve the detention on the assigned day; no excuses (ball games, tournaments, dance competitions, etc.) will be accepted. Students will clean or perform other tasks around the school/church under the supervision of a teacher or the principal.

A Saturday detention will result in a loss of eligibility to participate in extracurricular activities (e.g. dance attendance, club participation, etc.) for the marking period.

Certain modes of behavior may merit a lunchtime detention. In such situations, students may be deprived of their free playtime.

Detention may be given to students engaged in the following behaviors:

- Instigating a fight between students
- Foul language
- Disrespect to any adult
- Chronic lack of work or cooperation in the classroom
- Fire drill infractions
- Cheating/Plagiarism
- Unruly behavior in the halls or bathroom

An accumulation of three (3) detentions by any one student will require a parent, student and principal conference.

It is important to remember that the child's education involves joint effort on the part of home and school. Best results are accomplished when we work together for the good of the children. The following suggestions are some ways in which we can cooperate to accomplish this purpose.

1. Take personal and detailed interest in children's work and school reports. Take advantage of teacher conferences and home-school meetings to learn more about your children's school progress and the school program in general.
2. Support the efforts of the school in all areas. This is the best way to build school and parish spirit. The children need to see us work together in harmony.
3. Remind the children frequently of their responsibility to keep and obey school regulations, respect school personnel, and do the required school assignments.

School Rules

In order for student's rights to be respected, and in order to maintain good order and safety for all concerned, students are expected to assume responsibility for adherence to the rules and regulations of our school and to conform to teachers' regulations in the classrooms. Each student is a representative of Regina Coeli and is expected to act accordingly.

The following are school rules, which will be the basic criteria for behavior expected of students at Regina Coeli School:

1. I will show respect for elders and visitors.
2. I will be courteous and use appropriate language at all times and in all places.
3. I will respect the property of the school.
4. I will respect the rights and property of others.
5. I will have my necessary school supplies each day.
6. I will turn in my work on time and make up work I miss when I am absent.
7. I will keep my classroom, work area, etc. neat.
8. I will keep all textbooks covered.
9. I will stop playing when the bell rings at recess and walk quickly and quietly to line up.
10. I will not reenter the school during recess without an adult's permission.
11. I will walk at all times inside the building (exception for gym periods as appropriate).
12. I will proceed quietly in the halls.
13. I will maintain silence when being addressed over the PA system.
14. I will remain quiet during arrival and dismissal.
15. I will be on time for school, class, and dismissal.
16. I will always be in the proper uniform as described in the school handbook.
17. I will not chew gum.
18. I will not eat or drink in places other than the lunchroom without the expressed permission of a faculty/staff member.

Classroom teachers deal with discipline problems on their particular grade level. When rules are repeatedly disobeyed, the teacher will inform parents either in writing or by phone or will request a parent conference. In situations of repeated or serious infractions, the matter will be referred to the principal. If

further action is required, a conference will be held with teachers, parents, and principal to discuss appropriate measures for improvement.

The principal reserves the right to take corrective action for issues not stated in this handbook.

Dress Code

Your school uniform confirms your attendance at Regina Coeli School and is a symbol of unity within the school community. It minimizes distractions in the learning process. It is important that you take pride in your appearance by wearing the complete uniform correctly.

Shirts and blouses must be **tucked in properly at all times**. Oversize clothing will not be permitted. Only white T-shirts may be worn under uniform shirts and blouses; NO printed T-shirts with logos etc. showing may be worn.

Make-up and jewelry **may not be worn** with the exception of a watch, a religious cross/medal (worn inside clothing) and/or a small ring (maximum of one). Jewelry associated with body piercing may not be worn. Visible tattoos are prohibited. Only clear nail polish is permitted. Acrylic or fake nails are not permitted. Girls may wear small post earrings (no hoops or earrings that dangle, etc.) in their lobes. Boys are not permitted to wear earrings. No hats may be worn inside the building.

On any out-of-uniform days, jeans may be worn (unless specified otherwise), but no halters, midriffs, short shorts, cut-offs, jogging or sweat pants. T-shirts with inappropriate sayings, pictures, logos etc. may not be worn. The normal dress code rules regarding make-up, jewelry, hairstyle, shoes etc. apply on out of uniform days unless specifically excused by school administration.

Unless otherwise authorized by administration, school uniforms will be worn for field trips and other school related activities.

Hair Cuts - It is mandatory for hair to be kept neat, clean and conservative. No faddish hairstyles (cut, color, etc.) will be permitted. Dying of the hair in any form is **NOT** permissible. Bangs should not be so long that they impede vision.

Boys are NOT permitted to have ponytails, rattails, shaved stripes/symbols, or spiked hair. Crew cuts and flat tops are acceptable. Hair must be cut to collar length or above.

Girls are not permitted to have hair hanging in their eyes or moussed to stand up more than two inches. Hair accessories must coordinate with the school uniform colors and remain in the hair at all times. Skirts and jumpers may not be any shorter than the top of the knee.

Footwear -It is required that shoes be sturdy navy, black or brown leather with flat-heels that cover the entire foot. Shoes must be of one solid matching color (with the exception of black/white, or brown/white saddle shoes.) Shoes with platform soles, or heels that measure greater than one inch when measured from the back of the heel, are **not authorized**. Sandals, clogs, flip-flops, heels, work boots, hiking boots, platform soles, sneakers or shoes with open toes or backs are NOT authorized. Shoes may not have any contrasting stripes or visible logos of a shoe company such as Reebok or Nike. Socks must be worn at all times and must come up to a height of at least 2 to 3 inches above the ankle. Socks must be of a solid color with no contrasting stripes, symbols or logos.

The administration reserves the right to revise the above code to accommodate any new fads or styles. The administration also reserves the right to determine whether a shoe is appropriate.

Beginning with the opening day of school, students must wear the complete uniform, including sturdy school shoes.

The school uniform dress code is as follows:

Boys Grades 1-8

Navy slacks

- slacks must fit properly and worn with a belt at the waist
- cargo style (exterior pockets) slacks are NOT permitted

Light blue or white polo shirt with long or short sleeves

Black or navy socks (matching) at least 2-3 inches above the ankle

Black, brown or navy leather belt Black, brown, or navy (matching) flat-heeled leather shoes

Navy blue sweater (V-neck or cardigan) or sweater vest

Boys Grades 6-8

Khaki slacks

- slacks must fit properly and worn with a belt at the waist
- cargo style (exterior pockets) slacks are NOT permitted

Light blue or white polo shirt with long or short sleeves

Black or navy socks (matching) at least 2-3 inches above the ankle

Black, brown or navy leather belt Black, brown, or navy (matching) flat-heeled leather shoes

Navy blue sweater (V-neck or cardigan) or sweater vest

PLEASE NOTE: TIES WILL BE WORN ON FIRST FRIDAYS OR OTHER DAYS WHEN ATTENDANCE AT MASS IS EXPECTED

Girls Grades 1-5

Plaid uniform jumper - no shorter than the top of the knee, or navy slacks

Light blue or white polo blouse with long or short sleeves.

Sturdy black, brown or navy (matching) flat-heeled leather shoes

Navy or white (matching) socks at least 2-3 inches above the ankle, or tights (solid color, no patterns or sheers)

Navy blue sweater (V-neck or cardigan) or sweater vest

Girls Grades 6-8

Plaid uniform skirt - no shorter than the top of the knee or navy slacks

Light blue or white polo blouse with long or short sleeves

Navy sweater vest

Sturdy black, brown or navy (matching) flat-heeled leather shoes

Navy or white (matching) socks at least 2-3 inches above the ankle, or tights

- tights must be solid color (no patterns or sheers)

Navy blue sweater (V-neck or cardigan)

Summer Uniform – Boys and Girls 1 – 8

An optional summer uniform may be worn from the first day of school to October 31st and from May 1st to the last day of school. The summer uniform consists of:

Boys (Grades 1-5) Navy shorts (purchased at, or identical to shorts sold at *Lil Darling Uniform Shop*).
Boys (Grades 6-8) Khaki / navy shorts.
Girls (Grades 1-5) may wear navy Skort or shorts.
Girls (Grades 6-8) may substitute navy / khaki Skort for the shorts or skirt.
Black, brown, or navy leather belt
Polo shirt – Light blue or white (plain or with RCS logo)
Navy or white socks (at least 2-3 inches above the ankle)
Sturdy black, brown or navy (matching) flat-heeled leather shoes

Gym Uniforms

Students in Grades 1-8 must come to school in their gym uniform on the day their gym class is scheduled. The following are the gym uniform guidelines:

September, October, May, June

Navy T-shirt **with** RCS logo (purchased through *Lil Darling Uniform Shop*.)
Navy shorts or sweat pants (solid color without contrasting stripes or logos)
(short-shorts and extended length shorts not permitted)
Sneakers White Socks (at least 2-3 inches above the ankle)

November through April

Navy T-shirt **with** RCS logo or solid Navy Sweatshirt (without logo)
Solid Navy sweat pants (no contrasting stripes or logos)
Sneakers White socks (at least 2-3 inches above the ankle)

*** For uniform items you may visit Lil Darling Uniform Shops, located on Route 9 Fishkill, NY
Their phone number is 298-7300.*

Personal Appearance

A good personal hygiene routine should be followed daily; ears, neck, and fingernails should be given special attention. When appropriate, children should be instructed in the use of deodorant.

Drug and Alcohol Policies

In recognition of the seriousness of drug and alcohol problems to which children may be exposed, Regina Coeli School will follow the following policy:

- If a teacher suspects that a child is under the influence of either drugs or alcohol, the matter will be referred to the principal immediately.
- The Principal will verify the teacher observation and will notify parents.

- Should it be determined that the suspicion is accurate, parents will be expected to follow the recommendations of the school principal if the child is to continue in the school.
- Any student who appears to be under the influence of alcohol or any drug, and appears at a school function in questionable condition will be barred from attending or participating in that party, dance, or school outing. Parents will be notified and appropriate action will be taken.

Electronic Devices

The possession or use of electronic devices such as cell phones, pagers, Gameboys, portable CD players and other similar items by students at school or during school sponsored activities is prohibited.

(Note: The use of electronic games, cassette or CD players may be authorized for a field trip)

Emergency Contact

It is essential that the emergency contact file in school be **accurate and up to date at all times**. The school office should be notified in writing immediately upon a change of address, phone number (home/work), or any other emergency instructions.

Emergency School Closing

In the event of inclement weather, the school will follow the same procedure as the Hyde Park Public School District. All announcements will be made over local radio and TV stations.

Should emergency situations arise during school hours that would affect only Regina Coeli children, we will follow the **“Emergency Go Home”** instructions we receive from parents the first week of school. Special announcements may also be carried on the local radio stations.

Expectations and Responsibilities for Students

Students attend Regina Coeli School in order to develop fully their God-given talents and capabilities. To accomplish this, students are asked to:

- Try to do their best work at all times.
- Treat all members of the school community (i.e., teachers, staff, priests, parents and students) with respect. This includes respecting the work of others by not cheating.
- Obey all school rules and regulations, including those forbidding the use of drugs, alcohol or disruptive behavior.
- Develop personal standards of conduct that reflect Christian morals and behavior and refrain from the use of inappropriate language, verbal threats, and sexual behavior (including touching, gestures, writing and dress).
- Speak in a well-modulated tone of voice.
- Observe the school dress code, including the standards on out of uniform days.
- Help care for school property and keep the school free from damage and defacement.

Extracurricular Activities

Students are encouraged to participate in the extracurricular activities of the school. Participation in these activities is a privilege. Students are expected to fulfill their obligations in the classroom (class work and homework). In order to participate in extracurricular activities, students must pass each subject

on their report card and model acceptable behavior both during the school day and during the selected activity. Failure to meet academic or behavioral requirements will result in the student's suspension or dismissal from the activity. Participation in these activities requires a commitment of both student and parent. Attendance will be taken at each activity to determine a student's participation. In individual cases regarding participation in extracurricular activities, the principal holds the final determination.

Faculty Meetings

Faculty meetings are normally scheduled on the first Friday of each month. Unless parents are otherwise notified, all children will be dismissed at 12:00 noon on these days.

Field Trips

To further the educational program and broaden the students' educational experiences, field trips may be taken at all grade levels. Field trips are privileges given to students; no student has an absolute right to a field trip. Individual teachers in consultation with the administration reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. All field trips must be educational in nature (except the 8th Grade graduation trip), and may not be overnight trips.

All field trips require parental approval. An appropriate form is sent home outlining the goal and other details regarding any trips that are scheduled. The school will exercise care in planning trips, but **no child may participate without written parental consent. Verbal permissions are not accepted.**

A field trip is not considered a holiday and so a student who does not wish to go on the trip is required to attend school that day; work will be provided. A doctor's excuse will be required by those not attending the field trip or school. **The cost of a field trip is computed using the total class enrollment therefore a student must pay the cost of the field trip regardless of attendance.** Students are required to go to and from field trips with their class. The number of chaperones is determined by the nature of the field trip. Chaperones MAY NOT bring other children on the trip.

Final Exams

In Grades 5 - 8, Final exams are given at the end of the year in the major subject areas of religion, Math, Social Studies, Language Arts and (Gr. 6 -8) Foreign Language.

Financial Policies

Tuition

The tuition rates are determined collectively by the School Board Finance Committee and Principal and approved by the Parish Finance Committee and Pastor. Parish contributions and a variety of fundraisers including the yearly carnival supplement tuition income for the operation of the school. Every school

family is asked to donate some time to work at the carnival and one other fundraiser, or to assist with lunch duty coverage as scheduled by the lunch coordinator. The income from the fundraisers helps maintain affordable tuition rates, and the presence of lunch duty volunteers ensures the safety of our children. The school community is significantly enhanced by the gift of time.

Tuition is an annual fee, which may be paid in 10 monthly installments beginning on August 1st and ending on May 1st. Tuition payments are due on the first day of the month; a late payment fee of \$25 will be charged for tuition payments received in the office after the 15th of the month. .

We recognize the sacrifices being made to keep our school in operation. As a school we are expected to meet our financial obligations, and so all families are asked to meet their financial obligations to Regina Coeli School on a regular and prompt basis. In the event a family's tuition payment and other financial obligations are not up to date, the following may occur:

- Report Cards will be withheld for the given quarter.
- Students will not be readmitted in September.
- Diplomas will be withheld for graduating students.
- Records of transfer will be withheld should a student transfer to another school.

Problems or difficulties involving finances should be taken up with the Pastor. Please contact him at the rectory, 229-2134.

Fees

Academic Fee

The Academic Fee is charged for each student in addition to tuition, and helps cover the cost of books, art supplies, instructional materials, testing, etc.

Technology Fee

The Technology Fee is charged for each student (grades K - 8th) in addition to tuition, and helps to cover the costs associated with the operation of the school technology program to include the computer class and necessary supplies for the computer lab.

Your participation in ongoing religious, educational, and voluntary programs of our school is vital to our school and to our children. We thank you for the cooperation and support you give to Regina Coeli School.

Fire Drills

Fire Drills at regular intervals are required by the law are conducted to promote the safe exit of students from the building in the event of a fire. It is essential that when the fire signal is given, everyone obeys promptly and clears the building by the prescribed route as quickly as possible. **Students must maintain silence and orderly behavior during these drills** and remain outside the building until a signal is given to return inside. Teachers will direct students.

Guidelines for the Education of Non-Catholics

Regina Coeli School as a Catholic School within the Archdiocese of New York has as its primary mission the formation of children in the Catholic Faith.

All children will participate in the total academic life of our school, including religious education. According to the norms of our Church, it is expected that non-Catholics participate as fully as they can in the liturgical and prayer life of the school.

The religious educators of our school are committed to teaching the fullness of revelation as it is taught by the Roman Catholic Church and as the life and doctrine are set forth in the Religious Education Guidelines of the Archdiocese of New York. While our teachers value ecumenical education, and respect the traditions of other ecclesiastical communities, they always teach within the context of fidelity to the doctrine and traditions of our teaching church.

Harassment

It is our belief that all persons have a right to be treated with dignity. All demeaning behavior is prohibited. Regina Coeli School provides a safe environment for all. Verbal or written threats made against the physical and emotional well being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension or expulsion and where appropriate, will be referred for counseling services. If you believe that your child is being harassed, please notify the principal immediately. Teachers, also, should report threats made against them to the principal.

Health Services and Policies

Nursing Services are provided by the Hyde Park Central School District. A registered nurse is in attendance at Regina Coeli daily.

The Services of the Health Office include the following:

- **Immunizations** – No child may be admitted to school without having had immunizations mandated by NYS Law. Proof of these immunizations from a physician or health department is required.
- **Physical Examinations** – New York Education Law requires a physical exam for Kindergarten, First, Third, Seventh, and Tenth grade children and all new entrants to Regina Coeli, either by the family physician or the school physician/nurse practitioner. The school physician or nurse practitioner will examine students who have not had mandated physicals by their own physicians.
- **Screening** – Height & Weight – Each student will be weighed and measured at the beginning of the school year.
- **Vision and Hearing** – Student will be examined for vision/hearing by the nurse annually.
- **Scoliosis** – The school nurse on an annual basis will check each child over eight years of age for scoliosis.

- **Medication** – The Board of Education Policies and the Nurse Practice Act regulate administration of medication in school during school hours.
 1. Your child’s physician must prescribe all medication.
 2. A written request of the parent and/or guardian for administration is required.
 3. Only medication in a container dispensed by your pharmacist, labeled with your child’s name and exact dosage, will be dispensed in the health office.
 4. Parents are requested to bring the medication to school and pick it up when it is no longer required.
 5. If your child requires medication at home and in school, please ask the pharmacist to dispense it in two containers.

- **Illness Policy** – Parents are requested to keep their children at home when they show any of the following symptoms:

chills	skin rash
fever	sore throat
diarrhea	pink eye
vomiting	earache

If a student becomes ill in school, the nurse will notify the parents of the nature of the illness, and if the child is to go home, the parent or an authorized person must report to the nurse’s office or school office to sign him/her out. A written absence note must accompany the child when he/she returns to school. The absence note must include the dates and reason for the absence.

Note: Students must be free of any fever for 24 hours prior to return to school.

School nurses are governed by standing orders for First Aid only. These orders are written and approved by school physicians at regular intervals and apply only to illness or injury occurring in school. The State Education Law prohibits any further treatment unless a written order from the family physician is sent to the nurse for:

- Administration of medication, including over the counter medication
- Change of dressings for injuries occurring at home
- Specific treatments such as eye drops, nose drops, etc.

Note: The Hyde Park Central School District provides the services of a Registered Nurse only for students in Grades Kindergarten through 8th Grade at Regina Coeli School.

There is no authorization for Pre-K Health Services through Hyde Park Schools. The nurse checks the immunization status of Pre-K students upon entrance to school because the pre-K program’s classroom is in the school building. The nurse is not authorized to provide health services to the Pre-K students.

HIV/AIDS Curriculum

The Archdiocese of New York and the NYS Education Department mandate that all schools are to give age-appropriate instruction on *HIV* and *AIDS* to all students in Grades K-12. The Archdiocesan Schools use an HIV/AIDS Handbook developed/approved by the Catholic Bishops of the New York State

Schools under the authority of the Office of the Superintendent of Schools of the Archdiocese of New York do not discriminate on the basis of HIV or AIDS. Students with HIV or AIDS shall not be excluded from the school by reason of infection with HIV unless the following conditions are evident as determined by the student's physician and parents (or legal guardian), together with the school administrator and pastor. The conditions are:

- The student is not toilet-trained or is incontinent, or unable to control drooling.
- The student is unusually physically aggressive, with a documented history of biting or harming others.

Human Sexuality Program

Our school program is in keeping with Catholic teaching and has the sanction of the Archdiocese of New York.

Liturgical Life

During the school year the students are given the opportunity to participate in seasonal liturgies and para-liturgies. Each student is expected to participate fully. Wherever the liturgy is celebrated, an atmosphere of reverence and respect is to be maintained.

Parents play a key role in the spiritual development and growth of their child. It is essential that the family prays and worship together. The Mass is the highest form of worship. Attending Mass together strengthens the bonds of family unity.

Lost and Found

All articles lost should be reported and all items found should be brought to the Lost and Found Area in the school office. All articles not claimed within a month will be sent to the poor. It is advisable to **mark or label** student clothing and equipment.

Lunch Program

There is a modified lunch program at Regina Coeli School in which lunch is available for purchase on a few days during the week. At other times, and when not purchasing a school lunch, students bring bagged lunch and drink. The purchase of Milk is available. NO glass-bottled drinks are allowed. Students are not permitted to leave the school for lunch. McDonald's or other types of fast food may not be brought to the children. With the exception of special, pre-announced days, students **MAY NOT bring or purchase sodas** (carbonated beverages).

Students are responsible for good manners and a conscious effort to create a proper atmosphere in the lunchroom. Students are expected to dispose of their refuse. The lunchroom must be left in good order.

The students are supervised at all times during the lunchtime (in the lunchroom as well as on the playground). Parents provide assistance in both areas. It is important that students give the same respect and obedience to the lunchroom and playground mothers as they do their teachers. Students may not leave the school grounds for any reason (other than a parent approved early dismissal) during the lunch period.

School Lunchroom Rules

1. Students are to sit with their own class while in the lunchroom.
2. Pupils must be respectful to all school personnel, teachers, aides, and lunchroom monitors.
3. Students may not take food from another pupil's lunch.
4. Students must not throw food or blow paper through straws.
5. Talking must be conversational; **No shouting.**
6. No running, kicking or fighting.
7. Tables are for food. No crawling under tables or walking on benches or tables.
8. Students should clean up any spills and put all trash in the containers before leaving the lunchroom.
9. Students are to stay at their assigned tables and in their seats until leaving the lunchroom. This means **NO ONE** is to be roaming around for **ANY** reason!
10. At the end of the lunch period, a bell will ring to establish order. Students will be given a few minutes to gather their trash before leaving their seats to get in line.
11. Walk at all times.

Recess/Playground Rules

1. Classroom teachers will inform their students of authorized play areas, etc. at the beginning of the school year.
2. When in the schoolyard, pupils may not climb fences, walls, or basketball hoops, etc.
3. Students may not stand on the picnic table tops or seats, nor may they sit on the picnic table tops.
4. No baseballs are permitted.
5. Soccer and touch football are allowed provided that there is no unnecessary roughness. There is **no tackling or blocking to the ground** permitted. If problems arise, the privilege to play may be suspended or terminated.
6. If any accidents or serious problems occur they are to be brought to the attention of an adult and the administration immediately.

Money

Money that is brought to school for a specific purpose (class trip, book fair, etc.) must be put into an envelope with the child's name and grade and amount. Since snacks are sold on a daily basis, students may choose to bring in small amounts of money (less than \$ 5) for such purchases. If a student does bring money to school, the money should be kept on the student's person and not left in the school bag, coat pocket, lunch box or desk. The school cannot be responsible for lost money.

Non-Custodial Parent

Release of Copies of Report Cards, School Notices, etc.

In the absence of a court order to the contrary, a school will provide a non-custodial parent with access to academic records and other school information regarding their child. If there is a court order specifying that this should not happen, it is the custodial parents' responsibility to provide the school with a copy of the court order.

Non-custodial parents are generally entitled to receive duplicate sets of report cards, school and special event notices, school calendars, etc. Such parents may be asked to provide the teacher with self-addressed stamped envelopes for convenience and expediency.

Release of children

Non-custodial parents may pick up a child only if previous arrangements have been made.

Parents as Partners

Just as the parents look to the school to provide the facilities and the trained personnel that are essential to their child's proper development, so the school looks to the parents to assume active responsibilities that cannot be delegated to others.

No school can be wholly effective in teaching the values of religion and the virtues of honesty, respect for authority, consideration for the rights and property of others, and standards of personal morality and integrity unless these principles have been established, upheld and valued in the home. If parents cooperate with the school, instill respect for the integrity of teachers and administration, and actively support their authority at home, this is likely to be reflected in the positive attitudes of their children.

Parents are asked to take an active role in their child's education by:

- Assisting their child in his/her academic and moral development by carefully reviewing class work, test results, progress reports, and report cards; supervising home study; and reinforcing school policies.
- Explaining and reviewing periodically the school behavior code with their child. Parents should discuss school disciplinary episodes in relation to the school behavior code.
- Recognizing their child's talents and interests so they may be developed in cooperation with the classroom teachers.
- Seeing the dress code, including gym uniform, is enforced, and insisting that children dress according to Christian virtue.
- Insisting on their child's regular school attendance and punctuality and on complying with attendance rules and procedures.
- Making all tuition and fee payments on time, and participating in fundraising activities.
- Providing proper supervision at home, and not tolerating harassment, inappropriate or violent behavior, or viewing of such in videos, movies, song lyrics, or on the Internet.
- Teaching their child respect for law, for authority, for the rights of others, and for public and private property. This includes showing respect for the work of others by not tolerating cheating in any circumstance.
- Arranging for a time and place for their child to complete homework assignments.
- Working with the school in a cooperative effort to carry out recommendations made in the best interest of their child, including those related to educational evaluations and counseling.
- Attending all Parent-Teacher Conferences.

- By always interacting in a respectful manner when speaking with or about the administration, teachers and staff of the school. Verbal or physical harassment may result in your child being asked to leave the school immediately or not being allowed to reregister for the following year.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parent/Teacher Conferences

Parent-teacher conferences are scheduled at the end of the first quarter. Parents may request a conference at any time during the school year. Such conferences should be scheduled at a time that is convenient for both parent and teacher. Parents are asked not to come in during the school day to see a teacher unless scheduled for an appointment. **Parents are also asked not to call teachers at their homes.** Any parent who would like to schedule a conference should send a note to the teacher or call the office with a message for the given teacher. **Conferences will not be granted without an appointment.**

Physical Education

All students are required to participate in the school's Physical Education Program. Gym classes are scheduled once a week. Students are required to wear sneakers and the appropriate gym uniform (Grades 1-8). **Students not in proper gym attire will not be permitted to participate in class and will receive an incomplete grade for that particular class.**

All excuses for not participating in gym activities must be in writing and signed by the parent/guardian, doctor or nurse, and must be submitted to the instructor prior to class.

Prayer

Students are encouraged to make prayer a part of their every day life's experiences. Opportunity for prayer together is provided at school on a daily basis.

*"More than any other program of education, the Catholic School has the opportunity and obligation to be unique, contemporary, and oriented to Christian service: **unique** because it is distinguished by its commitment to the three-fold purpose of Christian education and by its total design and operation which foster the integration of religion with the rest of learning and living; **contemporary** because it enables students to address with Christian insight the multiple problems which face individuals and society today; **oriented** to Christian service because it helps students acquire skills, virtues and habits of heart and mind required for effective service to others."* ("To Teach As Jesus Did" - National Conference of Catholic Bishops)

Probation

All students admitted to Regina Coeli are admitted on probation. An evaluation will be done at the end of the student's first quarter to determine if Regina Coeli is the best school for the child.

Religious Education

Regina Coeli School uses doctrinally sound texts approved by the New York Archdiocesan Religious Education Office. These texts are updated to meet the challenge of educating our children in

contemporary society. Religious education is more than an academic subject. It involves the formation of the heart, mind and soul.

Sacramental Life

Eligible students are encouraged to receive the Sacraments of Reconciliation and Holy Eucharist regularly. Opportunities for receiving the Sacrament of Reconciliation are provided during the school year. The children are instructed and prepared for their first reception of the Sacrament of Penance and Holy Eucharist in the second grade. Preparation for the Sacrament of Confirmation is accomplished for eighth grade students through the Parish Religious Education Program.

Safety

Parents are requested to adhere to the following guidelines when bringing their children to and from school.

Morning Arrival

- Parents dropping off students in the morning **must not** drive cars into the playground area behind the school; this is the area where children are lining up with their classmates.
- When dropping students off, pull your vehicle over to the right of the traffic lane and allow your child(ren) to exit the vehicle and cross over to join their class line. Then proceed to the rear exit (towards the old convent) and exit onto Harvey Street.
- Students **must not be dropped off before 8:00 a.m.**, since there is no supervision provided before that time.
- ALL STUDENTS are to line up with their class on the rear playground and proceed into the school with their teacher and classmates.
- With the exception of late arrivals (**after 8:15 a.m.**), **students may not be dropped off at the front door of the school.**

Note: Students arriving late for school **must be signed in by a parent/guardian** to receive a "late pass". Students may NOT sign themselves in.

Dismissal Time

- Bus dismissal is from the rear parking lot; parents must not drive or park in that area. For pickups, enter and exit the front parking lot from Rte. 9.
- Children must have a parent/guardian note if their normal transportation mode is changed.
- Remind children not to run when going to their cars.

Note: Pick up time for car riders is 3:00 p.m. Students being picked up will be brought to the gymnasium. Parents are asked to **assemble, and meet their children in the gym** keeping the school foyer and area around the school office clear. Car riders must **not depart the gym** until their authorized driver has come into the gym to pick them up. Parents are asked to inform all persons who might be transporting students to or from school of these guidelines. **For the safety of our children the cooperation of everyone in this matter is essential.**

School Association

The Regina Coeli School Association provides an effective channel of communication between parents and teachers for the benefits of the students and the whole community. Its main purposes are:

- To create mutual support and understanding between home and school, and thus bring about a total learning environment for students
- To assist the school in meeting its financial obligations, primarily through fundraising activities
- To coordinate special programs and events to enhance the social climate of the school community
- To provide a means of keeping parents informed on school activities, programs, etc.

School Board

The purpose of the Regina Coeli School Board is to:

- Serve as an advisory board to the Pastor.
- Establish in consultation with the Pastor and the Principal:
 1. The admission policy of the school and to ensure that the parish community is made aware of that policy.
 2. A procedure for handling communications, suggestions, and problems concerning the school.
 3. The school tuition policy and to administer that policy.

Membership of the School Board consists of seven persons who are nominated by the Nominating Committee of the School Board and elected by the members of the Regina Coeli Parish by means of a secret ballot. Members must be at least 21 years of age, a registered member of Regina Coeli Parish or the parent or legal guardian of a child registered in Regina Coeli School. Paid faculty and staff of Regina Coeli School are not eligible for membership on the elected School Board.

School's Right to Amend

Regina Coeli School reserves the right to amend this handbook. Notice of amendments will be sent as necessary.

Security

To assure the security of the building and the safety of each child, Regina Coeli School strongly enforces its policy of requiring all visitors, even parents, to report to the office.

To avoid interruption of the learning process, no one may enter a classroom without the permission of the principal.

Smoking

Smoking is prohibited at all times in Regina Coeli School. This prohibition applies to faculty, staff, parents, students and all visitors to the school.

Suspension/Expulsion

In serious cases of the violation of school rules and regulations, when other normal disciplinary procedures have been followed, it may be necessary to consider in-school suspension, suspension and/or expulsion.

In-school suspension means that while the student attends school, he/she is separated from her/his regular classmates, is not permitted to attend class and may not participate in any school activities. Assignments will be given. However, students may not take any quizzes or tests nor be allowed to retest on another day. A zero will be given for missed tests. Students are not permitted in the gymnasium or on the playground. A student/parent/teacher conference must be scheduled in order for the student to return to classes.

Suspension is the temporary disqualification of a student from school. In such cases, students will be responsible for the work that is done in the classroom setting. Any child suspended is automatically excluded from participation in special school activities. The child may be reinstated only after the parents have a conference with the Principal. Corrective measures must be taken in order for the student to remain in the school. The Principal is the final recourse in disciplinary matters and may waive any disciplinary action for good cause.

Expulsion is the permanent dismissal of a student from school. Expulsion is an extreme measure, which is only enacted as a last resort after all other efforts of motivation and counseling have failed or attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other students and/or staff.

Suspensions and expulsions are considered serious measures and are not used indiscriminately. In-school suspension, suspension and expulsion will occur only in full consultation with the School Administrative team.

Offenses that make a student liable for suspension or expulsion include, but are not limited to the following:

- Conduct not in keeping with Christian morals
- Repeated acts of disobedience and defiance of school and Archdiocesan regulation
- Fighting or threatening to cause bodily injury
- Insolence or blatant disrespect of school personnel
- Leaving school grounds without permission
- Serious theft
- Use of or possession of tobacco products on school premises
- Possession or use of a weapon
- Vandalism/destruction of school property
- Possession or distribution of material or substances that are inconsistent with Catholic policies
- Throwing objects that can endanger the safety of others
- Assault and battery on school personnel or volunteers or disrespect to the same.
- Using, taking, selling, giving, or possession of drugs, drug paraphernalia or alcohol of any type on the school premises.
- Arson or attempted arson
- Possession and/or use of wireless communications device (e.g. cell phone, pager, etc.) on the school premises.

Telephone Use

The office telephone is a business phone and is not to be used by students except with permission from administration. Incoming and outgoing student messages will be limited to emergencies only. Forgetting a book, a homework assignment or materials for an out-of-school activity **does not constitute an emergency**, nor does making personal arrangements such as requesting permission to go to another child's home after school.

Use of School Grounds

Except for participants in the *After School/Before School Program*, Regina Coeli School does not have staff available to supervise students present on the school grounds before 8:00 a.m. and after 3:00 p.m. Students should not arrive on the school grounds prior to 8:00 a.m. And parents must arrange to pickup at dismissal times. **IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 8:00 a.m. PARENTS MUST PROVIDE FOR THEIR CHILD'S PROTECTION AND SUPERVISION**

Valuables

The school administrators and staff are not responsible for any valuables, which students may bring to school. Students are **not permitted** to have in their possession any electronic equipment such as portable cassette players, portable CD players, pagers, cell phones, Gameboys, etc.

Visitors

In order to provide for the safety of the children entrusted to our care and to insure a minimum amount of interruption to the classroom schedule, all visitors are asked to report to the school office. Only parents and visitors who have authorization from the administration may go through the building or to a classroom.

Withdrawal

Families withdrawing students from the school should notify the principal as soon as possible. Records will be forwarded to the new school upon request provided all financial obligations have been met.

SUMMARY STATEMENT

Once students have met the necessary admission requirements and have been accepted in Regina Coeli School, the school warmly welcomes these students for the coming school year and will strive to provide them with a solid Catholic spiritual and academic education in a supportive learning environment. Students and parents must always be mindful that attendance at Regina Coeli School is by invitation. It is not a “right” because this is a private school. Admission to and continued enrollment in this school includes responsibilities regarding conduct, both inside and outside the classroom and the school, and students are expected to conduct themselves in such a manner as to be a credit both to themselves and to their school.

In order to protect its standards of scholarship, discipline and character, Regina Coeli school reserves the right, and student and parents or guardians concede to the school the right to require withdrawal of any student at any time, for any reason deemed sufficient in the sole discretion of the school and its administrators. By their signatures on the Parent Signature Page contained in this handbook and the student’s attendance at the school, a student and his or her parents or guardians acknowledge the important obligations and restrictions contained in this handbook and agree to be bound by the terms of this handbook.

Students attending Regina Coeli School relinquish certain rights they might otherwise be entitled to if they were attending a public school. For example, a student’s freedom of speech is limited in many important respects here at our school. Speech, either written or oral, contrary to the Roman Catholic faith, the teachings of the Church or the directives of the local Bishop or Ordinary is prohibited, as is any other speech which is contrary or disruptive to the philosophy and purposes of our school. Another important right all students at Regina Coeli School surrender involves searches and seizures. School administrators may search a student’s person and belongings if there is a reasonable belief, in the sole opinion of the school administrator, that contraband, illegal substances or inappropriate objects are being concealed. Any unauthorized items found may be seized. Additionally, student desks or other assigned storage locations, which are at all times under the joint control of the school and the student to whom it was assigned, may be searched by school administrators at any time, for any reason or for no reason at all. Students should have absolutely no expectation of privacy with regard to any item in their desk or other storage location.

Another important right that a student and his or her parents or guardians give up when they decide to have a student attend this school is the right to sue the school, the parish or the Archdiocese of New York, and/or any individuals acting on behalf of the school, such as the school administrators, teachers, staff or any agents for any matter relating to academic or disciplinary decisions or other matters covered within this handbook. Each student and his or her parents or guardians, by their acceptance of enrollment at Regina Coeli School agree to accept the school’s rule and policy that students, parents and guardians may not bring any civil action in any local, state or federal court or in any administrative agency or body to challenge any school decision on academic or disciplinary matters, including any decision relating to the rules, regulations, procedures or programs covered within this handbook. Students and parents or guardians agree that any challenge to any school academic or disciplinary action or relating to the rules, regulations, procedures or programs covered in this handbook may only be challenged or appealed within the hierarchy of the school, subject to the limitations contained in this handbook. This includes any decision relating to a student’s enrollment at the school or termination of that enrollment.

While any student and his or her parents or guardians are of course free to consult with legal counsel regarding any school decision taken with respect to a student, the school emphasizes that

students, parents or guardians are not permitted to have legal counsel present during any meetings with school administrators. School administrators are not obligated to meet with legal counsel at any time.

There are several grounds for disciplinary action or expulsion set forth in the “Discipline Codes” section of this handbook. It should be noted, however, that any listing of prohibited conduct is set forth by way of example only and to provide guidance to the student and his or her parents or guardians. It is not meant to be an exhaustive listing of improper conduct or resultant disciplinary action.

APPENDIX

Regina Coeli School Parent Signature Page

We have received a copy of the school handbook and have read it.

(Parent's signature)

(Parent's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

Regina Coeli School
Photo/Video Release Form for 2009 - 2010 School Year

TO WHOM IT MAY CONCERN:

I hereby give permission for my son/daughter, _____

to be photographed and/or videotaped at Regina Coeli School and while participating in authorized Regina Coeli School activities (e.g. field trips, dances, etc.). I realize that the photos may be published in the newspaper, yearbook, or other publication, including the Regina Coeli School web site*. Videos may be used for educational or informational purposes regarding the programs or curriculum at Regina Coeli School.

Parent or guardian's name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

* Student's names will NOT be included with any web site photos.

Regina Coeli School Computer Network Acceptable Use Policy

Regina Coeli School is pleased to offer its students access to our computer network, which includes the ability to use the Internet. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

While the purpose of the Internet resources are for constructive educational goals, students may find ways to access other materials. Regina Coeli School has taken precautions to restrict access to controversial web sites. However, on a global network, complete control is impossible. We believe that the benefits to students from access to the Internet in the form of information resources far exceed the disadvantages. Therefore, it is expected that students will comply with school standards and the educational purpose the Internet access is supplied for.

The Ten Commandments for Computer Ethics (from the Computer Ethics Institute)

1. Thou shalt not use a computer to harm other people
2. Thou shalt not interfere with other people's work
3. Thou shalt not snoop around in other people's files
4. Thou shalt not use a computer to steal
5. Thou shalt not use a computer to bear false witness
6. Thou shalt not use or copy software for which you have not paid
7. Thou shalt not use other people's computer resources without authorization
8. Thou shalt not other people's intellectual output
9. Thou shalt think about the social consequences of the work you write
10. Thou shalt use a computer in ways that show consideration and respect

Unacceptable uses of the network include, but are not limited to the following:

- Violating the rights to privacy of students and teachers
- Using profanity, obscenity, or other language which may be offensive to another user
- Reposting personal communications without the author's prior consent
- Copying commercial software in violation of copyright law
- Using the network for financial gain or for any commercial or illegal activity
- Bringing disks from home or downloading a file of any type with the express permission of a teacher
- Copying the work of others
- Altering any computer configuration that will damage the programs or equipment in any way so as to create problems for future use
- Using web-mail or web-based e-mail systems or instant messenger programs
- Using programs like Napster to download MP3 or other music/video files
- Revealing the last name, home address or phone number of anyone over the Internet
- Using the computer without the express permission of a teacher

The Pastor, Principal, and Teacher are the final authorities on the acceptable use of the networks.

Regina Coeli School Computer Network Acceptable Use Policy

Regina Coeli School considers access to the Internet and the computer network a privilege not a right. Regina Coeli School will take reasonable precautions to insure the security and appropriate use of the computer networks, however, it accepts no responsibility for harm caused directly or indirectly through its use.

Regina Coeli School Computer use Network Parent and Student Contracts:

TO BE SIGNED BY THE PARENT:

As the parent or guardian of the student named below, I have read and discussed with him/her the Regina Coeli School Computer Network Acceptable Use Policy. I recognize that it is impossible for the school to restrict access to all controversial materials, and I will not hold the school, its employees, or the Internet provider responsible for materials acquired on the network.

I hereby give permission for my child to have user access to the Internet and the network at Regina Coeli School. I understand that this agreement shall remain in force during the full duration of my child's enrollment at the school.

Parent's name (please print): _____

Child's name (please print): _____

Parent's signature: _____ Date: _____

TO BE SIGNED BY THE STUDENT:

I have read the Regina Coeli School Computer Network Acceptable Use Policy and agree to abide by its terms. I further understand that violations of the regulations may lead to the loss of computer privileges and/or other disciplinary action.

I understand that Regina Coeli School will monitor my Internet usage in order to ensure my adherence to this policy.

Student's Signature: _____ Date: _____

Grade: _____

**Regina Coeli School
Absence Note**

STUDENT'S NAME: _____

STUDENT'S CLASS: _____

DATE(S) OF ABSENCE: _____

REASON FOR ABSENCE: _____

Doctor's Note is attached. Yes _____ No _____