Be it known to all who enter Monsignor Clarke School that
CHRIST
is the reason for this school.
He is the unseen, but ever present teacher in its classes.
He is the model of its faculty and the inspiration of its students.
Dr. Arthur Lisi, Principal

Inspired by the mission of Jesus and enlightened by the Holy Spirit, the Roman Catholic schools of the Diocese of Providence are centers of education where students witness, share and grow in the Catholic faith community. Within the framework of Catholic Christian values, our schools strive to provide academic excellence, nurture spiritual, physical and emotional growth and assist students to become lifelong promoters of the Gospel message.

Mission Statement for Catholic School Education
Diocese of Providence ~ 2008

Rooted in the teaching of Jesus, the mission of Monsignor Clarke, a Catholic regional elementary school, is to educate students in a warm and nurturing environment, rich in Catholic faith and tradition. In partnership with parents/guardians, we inspire, challenge, and educate our children through word and example. As students grow in faith, love and knowledge, they become thoughtful and strong individuals who will become responsible leaders in our global society.

Mission Statement
Monsignor Clarke Catholic Regional School ~ 2013

The primary purpose of Catholic schools is to impart the Gospel of Christ and the teachings of the Catholic Church in the context of an academically rigorous and doctrinally sound program of education and faith formation. All Catholic and non-Catholic parents and guardians who wish to enroll their children in a Catholic school are expected to accept and support this mission, and to live in a way that is not inconsistent with this mission, especially in matters essential to the faith and morals of the Catholic Church.
Monsignor Clarke School accepts the command of Jesus:  
“Go, teach all nations.”

We are privileged to assist parents who are the primary educators of their children by providing an environment rooted in Gospel values and academic excellence.

The total educational process of Monsignor Clarke School aims:

- To assist students in the development of their spiritual, moral, intellectual, physical, social and aesthetic potential.
- To develop in children an awareness of their role in a Catholic faith community.
- To prepare students for high school.
- To aid students in developing a sense of responsibility.
- To develop in students creative and critical thinking.
- To help children acquire life-long habits of Christian living.
- To foster in children habits of effective service to parish, school, community, nation and world.

**Parent ~ School Partnership**

The parent school relationship is of great importance to the religious and academic success of the student. The school pledges to offer an excellent education rich in Catholic formation, perspective, values and tradition. We ask that you, as parents, pledge to offer encouragement, positive reinforcement and parental involvement to your child as well. As a member of the Monsignor Clarke School community we ask that you reaffirm the following:

- To accept your role as parents as the critical factor in the overall development of your child.
- To understand and support the religious nature of the school.
- To support Monsignor Clarke School through prayer, positive relationships and the giving of your time, talent and treasure.
- To be available to attend school orientation programs, Parent-Teacher Conferences and PTO meetings.
- To furnish the school with medical, dental, and other pertinent information necessary to best serve the needs of your child.
- To foster responsibility in your child by supporting the school policy of not allowing phone calls home for forgotten homework, books, lunches, etc.
- To accept the discipline code of the school by viewing it as a growth instrument in your child’s best long term interest and to work together with the school to assist your child in accepting responsibility for his/her actions.
- To monitor the media influences in your child’s life including but not limited to printed materials, television, video games, movies, internet and music.
- To discuss concerns and problems with appropriate personnel.
- To promote the school and speak well of it to others.
- To meet your financial obligations in a timely manner and to support the fundraising efforts of the school when possible.
- To appreciate that Catholic education is a privilege that many persons do not have.
- To cooperate with school staff for the spiritual, moral, academic and physical welfare of students.
- If, in the opinion of the school administration, parental behavior seriously interferes with the spiritual, moral or academic good of the school community, or endangers the physical well-being
The school year is 180 days for all students in the State of Rhode Island. Monsignor Clarke School follows state law regarding attendance and truancy.

**ATTENDANCE**

The school year is 180 days for all students in the State of Rhode Island. Monsignor Clarke School follows state law regarding attendance and truancy.

**SCHOOL DAY:** The school day begins with morning prayer at 8:30 am. All students should be in school by the first bell at 8:20 am, but no earlier than 8:10 am, since teachers are not on duty before this time. Classes start at 8:30 am.

**PUNCTUALITY IS A HABIT:** Children learn it from their parents. School begins at 8:30 am. A student is considered to be tardy when he/she arrives at school after 8:30 am. Bus students will not be considered tardy if their bus is late. Habitual tardiness will be addressed with parents, as it is a serious disruption of the learning environment for all students, not just for those who are tardy.

**ABSENCE:** If a child is absent from school, parents are required to call the school before 10:00 am on the first day of the absence. Parents must give the student’s name, teacher’s name, and reason for the absence. If a parent forgets to call, the school will call the home to confirm the reason for the student’s absence. Requests to pick up missed assignments must be received by 10:00 am. Extended absences due to illness (5 consecutive days) require a statement from the doctor who treated the child. Absent excuses and doctor’s statements will be kept on file according to state law. **Unless an absence is excused and documented, the student needs to be in school for the full school day to participate in after school activities.**

Attendance at school is key to student success. We look forward to partnering with families to address attendance issues when needed.

**MEDICAL APPOINTMENTS:** Parents should try to make routine appointments for doctors and dentists after school hours or Saturdays.

**EARLY DISMISSAL:** Taking children out of school early is discouraged. However, when this is unavoidable, such requests should be made in writing and must state the reason for early release. Under no circumstances will a child be released unless a parent or guardian, or properly delegated adult signs him/her out.

**ILLNESS/ACCIDENTS:** If a child becomes ill or has an accident in school, the school will contact the parent immediately. In case of a serious situation, and a parent cannot be reached, the directions on the emergency form will be followed. It is the parents’/guardians’ responsibility to insure that current home and emergency phone numbers are on file in the office. If information changes during the year, files should be updated.

**SPECIAL INSTRUCTIONS REGARDING DISMISSAL:** When it is necessary for a child to change his/her normal dismissal routine, a note from the parent should be presented to the teacher. These changes include staying after school for a special event or being picked up by a parent when the student usually attends the extended day program or rides the bus, etc.

Please be sure that children know what will happen at the end of the day before they come to school.
ACADEMIC PROGRAM: The course of study of Monsignor Clarke School follows the guidelines of the Catholic Church, the Diocese of Providence, and the State of Rhode Island. Our educational goal is based on the Christian principle “to teach as Jesus did” – with love, concern, dedication, and understanding. It provides for a full range of academic, physical, spiritual and creative opportunities. The integrated curriculum is designed to challenge and broaden the knowledge of each child, to help develop their individual gifts and talents, and to help them recognize their own personal self-worth.

The religious education curriculum which includes the Circle of Grace and Family Life programs conforms to the guidelines of the Diocese of Providence. All students are to participate fully in the religious education programs both in the classroom and in all liturgical services in the school and church. Non-Catholic students are excused only from the reception of Holy Communion and the Sacrament of Reconciliation.

TESTING: Individual student growth, group progress, and school programs are monitored by means of the Diocesan testing programs (ACRE and STAR testing) and teacher prepared assessments and tests.

HOMEWORK: An essential part of the instructional program, homework serves to reinforce learning, clarify and review skills and material learned in class, and provide an opportunity for their individual growth through creative experience, in-depth study and supplementary reading. Homework will not be given as a means of discipline.

✔ Students need a quiet atmosphere for studying and support with good time management to be successful.
✔ Parents may supervise the doing of homework, but need to remember it is to be the child’s work.
✔ A reasonable amount of homework will be given. Please be aware that different students will take different amounts of time to complete their assignments.
✔ It is the responsibility of the teacher, student and parent to communicate with each other as to homework, tests, project due dates, etc. It is hoped that the student will become self-motivated, develop a sense of responsibility and use self-discipline to complete his/her assignments on time and to the best of his/her ability.

REPORT CARDS: Report cards are distributed three times during the school year in Grades K-8. Interim progress reports are distributed halfway through each marking period to assist parents and teachers in their evaluation and monitoring of student progress. Report cards and progress reports must be signed by a parent or guardian and returned within 3 school days.

HONOR ROLL: The Middle School HONOR ROLL is posted every trimester. Students in Grades 6-8 qualify for honors if they meet the following criteria:
- **HIGH HONORS WITH DISTINCTION:** 4.6 or above in every academic subject and demonstrate Christian values.
- **HIGH HONORS:** 4.0 – 4.5 in every academic subject and demonstrate Christian values.
- **HONORS:** 3.5 – 3.9 in every academic subject and demonstrate Christian values

PROMOTION: Students are expected to reach proficient levels in all subject areas in order to be promoted. Promotion decisions will be reached in concert with parent/guardians and teachers, but will be the final decision of the principal.
**PARENT-TEACHER CONFERENCES:** If your child’s efforts and achievements are below expectations, we encourage a conference with the teacher. Appointments may be arranged by calling the school office or writing a note or sending an email to the teacher. **At no time is a parent to go to the classroom, unless personally invited by the teacher to do so.**

In addressing parental concerns, the administration is always willing to speak with parents. We ask that you:

- Try to settle concerns with the appropriate school personnel before consulting the Principal.
- Call or email for an appointment, so the Principal will be able to devote the proper amount of time to your concern.
- Every effort will be made to return your call/email the same day.

**BEHAVIOR CODE**

At Monsignor Clarke School our goal is to provide an environment where students will become **respectful** and **responsible** people. Students are expected to act with honor, respect, and kindness at all times. School rules are in place at every extra-curricular activity/event, field trip, sporting event, or off-site activity connected to Monsignor Clarke. It is our desire that the school community (staff members, parents and students) will act in a Christ-like manner which is characterized by fairness and compassion when dealing with others. Our special aim is to help each student develop **self-discipline.** The primary focus of any disciplinary action is to guide the student toward more appropriate behavior rather than merely to punish the misbehavior.

A) Attempts to resolve student behavior problems will be handled with utmost care. Steps will be followed to insure that students are given every opportunity to be heard and are treated fairly. Warnings, discussions and plans for improvement will be formulated with the student. However, repeated disregard for good behavior or a very serious single violation of school policy will be met immediately with appropriate consequences.

B) Disciplinary actions include, but are not limited to, the following:
1. Explanation and discussion of misbehavior with teacher and/or principal.
2. Loss of school privileges.
3. Cleaning or repairing of things soiled or damaged.
4. Written note/email sent home to be signed by parents.
5. Phone call home by student, teacher or principal.
6. Conference with parents, student, teacher, and/or principal.
7. Community Service
8. Loss of transportation privileges
9. Detention – Student stays after school for 1 hour.
10. Suspension – Student is temporarily excluded from classroom or school for a specified length of time. A parent/student/principal conference is required before re-admission.
11. Expulsion – Student is removed from school and will not be readmitted. Consultation between principal and superintendent before this action is taken.

C) As expected, the following items will be cause for immediate disciplinary action:
1. Disrespectful language or actions toward others, e.g. bullying.
2. Dangerous actions toward others.
3. Possession or use of weapons.
4. Inappropriate use of social media via social networking sites, inappropriate texting; any kind of cyber bullying.
5. Possession or use of tobacco, alcohol and all other types of drugs.
6. Failure to follow classroom and/or school rules.
7. Vandalism of any kind to any school property.
8. Any behavior which is disrespectful of or detrimental to the name of Monsignor Clarke School.
9. Participation in inappropriate actions or activities which occur before, during or after school hours.

Harassment or bullying can take many forms, including physical actions, verbal taunts or threats, written or electronic communications, or internet postings or communications, made either directly to the individual, or made to others about the individual. These actions are prohibited because they have the effect of physically or emotionally harming another individual, interfering with a student’s education, threatening the overall educational environment, and/or disrupting the operation of school.

1. “Bullying and cyber bullying” means unwelcome written, electronic, verbal or physical acts or gestures that creates a feeling of intimidation, or poses a threat that may cause a reasonable person to suffer physical or emotional harm, may cause damage to another person’s property and/or may cause a disruptive or hostile school environment. Bullying behavior interferes with a student’s academic performance or ability to learn, and/or participation in or benefit from services, activities, or privileges that are being offered through the school. The school’s bullying policy covers the entire school day and extends to any educational program or activity that takes place on school property, in school vehicles, on school buses, at school sponsored events/activities, and through the use of data, telephone or computer software that is accessed through a computer, computer system, or computer network.
2. As used in this section, “electronic communication” means any communication through an electronic device including a telephone, cellular telephone, computer, application, or any other electronic communication device. Students should be aware that internet communications, including communications on social networking websites and blogs, may still violate this policy even when they are made using a student’s private computer outside of school hours.
3. In compliance with the Rhode Island SAFE SCHOOL ACT ~ STATEWIDE BULLYING POLICY, the school will promptly and reasonably investigate allegations of harassment, including bullying. The Principal or her designee, will be responsible for handling all written complaints by students, staff, or parents alleging harassment, including bullying.

Bullying: (See Statewide Bullying Policy on school website)
Bullying is an offense against human dignity and Christian charity. It takes on many forms including physical, verbal, written, psychological, social and electronic. It is aggressive behavior that involves unwanted, negative actions. It typically involves a pattern of behavior repeated over time and involves an imbalance of power or strength. Bullying in any form is prohibited. Any substantial threat by a student to inflict harm to self or others must be taken seriously and addressed immediately.
1. Whoever observes or becomes aware of a substantial threat or act of bullying must report it immediately to the classroom teacher and/or the principal.
2. Failure to report bullying may result in disciplinary action. Intentionally false reports of bullying may result in disciplinary action.
3. The parent/guardian of the student who has made the threat or bullied another student should be promptly notified.
4. The principal will decide if police support or notification is needed and will notify the police when necessary.
5. The student who threatened or bullied another student may be kept in the principal’s office under supervision until the police, if called, and the parents arrive.
6. Any parent/guardian of a student who has been threatened or bullied should be notified.
7. The principal and/or adult witness may talk with the student involved separately and ask them to write out the circumstances of the incident. The principal will investigate.
8. A student who is found to have threatened or bullied another may be disciplined according to disciplinary actions.
9. If readmitted to school, the principal should place the student on a behavior plan. The plan should be reviewed every three weeks until the recommendations of the mental health professionals and/or the consequences of actions from the school have been met.

Please note: The principal is the final recourse in all disciplinary situations and may waive or impose any disciplinary rule for just cause at his/her discretion.

### Behavior Consequence Map (Levels 1, 2 & 3)

The essence of Catholic moral discipline is self-discipline. Our hope is that our students will be motivated by the greater good, and with the guidance and direction of their parents, teachers and other significant adults in their lives, their ability and willingness to make choices that are in line with the teachings of Christ will grow and flourish.

Every member of the Monsignor Clarke School community is responsible for addressing student behaviors that compromise any student’s right to learn or threaten the safety of the school community.

Inappropriate behaviors will have consequences. It is our fervent hope that the goal of all disciplinary action will be reconciliation and restitution. We expect productive partnership with our parents/guardians as we apply and live out this policy in our Catholic school community.

**Choices for reconciliation and/or restitution are:**

- Apology (verbal or written) that includes the identification of inappropriate behavior, the identification of rule violated and an understanding of why this is unacceptable.
- Clean graffiti
- Return property
- Repair/replacement of damaged or stolen property
- Assisting teacher/student/custodian before or after school
- Make-up of academic assignment
- Change of seating/out of group work for a defined period of time
- Behavior contract

#### Level 1

Student behaviors that do not meet the Monsignor Clarke community’s expectation of respect and responsible school citizenship. The teacher is expected to deal with Level 1 behaviors, but retains the right to call upon an administrator to assist in the delivery of consequences or to model strategies for managing Level 1 issues in the classroom.

- disrespectful language or gestures
- talking back
- refusal to follow directions
- purposeful dress code violation
- habitually coming unprepared to class
- calling out, yelling
- teasing, name-calling
- inappropriate use of personal electronics
- pushing, shoving
- verbal arguments
- throwing items
- minor property theft
- minor graffiti
- cheating/plagiarism
CONSEQUENCES to be determined in concert with administrators:

- home contact
- detention – before school, after school, during lunch
- reconciliation/restitution
- parental meeting at school
- loss of non-academic privileges
- school-based community service

Level 2
Student behaviors that do not meet Monsignor Clarke community’s expectation of respect and responsible school citizenship and are serious enough to require interaction with school administration.

- chronic Level 1 behavior
- fighting
- minor physical assault (not resulting in injury)
- throwing items resulting in injury
- extortion
- immediate threat of harm to self
- bullying
- harassment
- major property theft
- inciting physical violence
- major graffiti/destruction of property
- leaving school building/grounds without permission

CONSEQUENCES applied as appropriate to the severity of the offense:

In addition to all those consequences and restitutions offered in Level 1:

- in-school suspension with behavior supports
- mediation
- in-school intervention (i.e., timeout, behavior contracting/monitoring by teacher/administrator)
- mandatory social skills training (i.e., anger management, problem solving, aggression replacement therapy)
- out of school suspension (any out-of-school suspension requires an in-school plan for prevention/intervention to avert further problems)

Level 3
Student behaviors expectation of respect and responsible school citizenship and are serious enough to require interaction with school administration and resulting in a referral to the South Kingstown Police and the Office of the Superintendent.

- chronic Level 2 behavior
- possession of controlled substance
- serious physical assault
- possession of a weapon
- sexual assault

CONSEQUENCES

All of the above, including:

- student/family advisement/counseling
- exclusion
POLICIES and PROCEDURES for REPORTING and RESPONDING
to BULLYING and RETALIATION

A. Reporting bullying or retaliation.
   1. Reporting by staff. It is the MCS expectation that the school staff shall immediately
      report any instance of bullying or retaliation that he or she has witnessed or become aware
      of to the school principal and/or her designee.
   2. Reporting by students, parents or guardians, and others. MCS expects students,
      parents/guardians, and others who witness bullying or retaliation involving a student to
      report it to the Principal or designee. An individual may make an anonymous report of
      bullying or retaliation. However, no disciplinary action may be taken against a student
      solely on the basis of an anonymous report. A student who knowingly makes a false
      accusation of bullying or retaliation shall be subject to disciplinary action.

B. Responding to a report of bullying or retaliation.
   1. Safety. Before fully investigating the allegations of bullying or retaliation, the Principal
      or designee will take steps to assess the need to restore a sense of safety to the alleged
      target and/or to protect the alleged target from possible further incidents. Responses to
      promote safety may include, but not be limited to, creating a personal safety plan; pre-
      determining seating arrangements for the target and/or the aggressor in the classroom, at
      lunch, or on the bus; identifying a staff member who will act as a “safe person” for the
      target; and altering the aggressor’s schedule and access to the target. The Principal or
      designee will take additional steps to promote safety during the course of and after the
      investigation, as necessary. Additionally, the Principal or designee will implement
      appropriate strategies for protecting from bullying or retaliation a student who has
      reported, witnessed, or provided information during an investigation. All investigations,
      including findings, will be held as CONFIDENTIAL.
   2. Obligations to notify other.
      a. Notice to parents or guardians. The Principal or designee will notify the parent/guardian
         of the alleged target and the alleged aggressor of a report of bullying or retaliation once a pre-investigation of events
         has been conducted.
      b. Notice to law enforcement. At any point after receipt of a report of bullying or retaliation, or during or after an
         investigation, if the Principal or designee has a reasonable basis to believe that the incident
         may involve criminal conduct, the Principal or designee will notify the local law
         enforcement agency.

C. Investigation
   1. The Principal or designee shall investigate promptly a report of bullying or retaliation,
      giving consideration to all the circumstances at hand, including the nature of allegations
      and ages of students involved. The following are general guidelines for responding to a
      report of bullying or retaliation. The guidelines will be adapted as necessary.
   2. Pre-Investigation: Even before fully investigating allegations of bullying or retaliation,
      school administration will consider whether there is a need to take immediate steps to
      support or protect the alleged target from further potential incidents of concern. In taking
      any such action, however, the rights of both the alleged target and alleged aggressor must
      be considered.
   3. Written statement of the complaint: The investigator will seek to determine the basis of
      the complaint, gathering information from the complaint, including such matters as: what
specifically happened, who committed the alleged acts, who was present when the events occurred (date, time of day), and where the events occurred.

4. **Interviews:** Once the allegations of the complainant are established, the investigator will gather other evidence, which often involves interviews of the alleged aggressor and/or other witnesses. The investigator will remind the alleged aggressor that retaliation against persons whom they believe might have reported the incidents or cooperated with the investigation is strictly prohibited and will result in disciplinary action.

5. **Confidentiality:** The confidentiality of the complainant and the other witnesses will be maintained. The names of individuals involved will not be released to other parties.

**D. Determination**

1. The Principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the Principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The Principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive or disciplinary action is necessary.

2. The Principal or designee may choose to consult with the students’ teacher(s), school staff, the target’s or aggressor’s parents or guardians, in an attempt to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior.

3. The Principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. **Because the legal requirements regarding the confidentiality of student records, the Principal or designee cannot report specific information to the target’s parents/guardian about the disciplinary action taken unless it involves a “stay away” order or other directive that the target must be aware of in order to report violations.**

**E. Response to bullying.**

1. **Teaching Appropriate Behavior Through Skills-building:**
   Skill-building approaches that the Principal or designee may consider include:
   - Offering individualized skill-building sessions based on the school’s anti-bullying curricula;
   - Providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate school personnel or area Catholic clergy;
   - Implementing a range of academic and non-academic positive behavioral supports to help students understand acceptable ways to achieve their goals;
   - Meeting with parents and guardians to engage parental support and to reinforce the anti-bullying curricula and social skills building activities at home;
   - Adopting behavioral plans to include a focus on developing specific social skills; and making a referral for evaluations.

2. **Taking Disciplinary Action**
   a. If the Principal decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct and the age of the student(s) involved. Discipline will be consistent with the student’s individual behavior plan and/or learning plans that may be in effect.
b. Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

c. If the Principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, the student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others
   a. The Principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target’s sense of safety and that of others as well. One strategy that the Principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.
   
b. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Principal or designee will work with appropriate school staff to implement them immediately.

F. Families
   1. Notification requirements: Each year at the beginning of the school year either through the registration packet or the student handbook, MCS will inform parents or guardians of enrolled students about the anti-bullying policy. This notice will include information about the dynamics of bullying, including cyberbullying and online safety, as well as the student-related sections of the anti-bullying plan.

DEFINITIONS

Bullying, is the repeated use by one or more students or by a member of the school community of a written, verbal, or electronic expression or a physical act or gesture, directed at a target that:

i. causes physical or emotional harm to the target or damage to the target’s property;
ii. places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
iii. creates a hostile environment at school for the target;
iv. infringes on the rights of the target at school; or
v. materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying, is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

Hostile environment, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Target is a student who is allegedly bullied, cyberbullied, or retaliated against.

*Three uniform violations will equal a conduct referral. Just as three lunch detentions and/or conduct referrals will equal an after school detention.
At Monsignor Clarke School, we take pride in the appearance of our students. All students are expected to dress in compliance with the school uniform guidelines:

**General Uniform Policies:**
1. School uniforms must be worn every day, except for exemption granted by the principal
2. Shirts/blouses must be tucked in at all times
3. Pants/shorts must be belted with a solid black or brown belt
4. Warm weather uniforms are optional and may be worn from the first day of school until October 31\(^\text{st}\) and from May 1\(^\text{st}\) through the last day of school
5. Uniform shoes: solid black, brown or navy, non-skid and flat bottom sole with a closed back and toe
6. No outlandish hair colors
7. Hair: Boys – collar length or shorter. Girls – should have well kept hair with non-flashy accessories. All approved accessories should match the uniforms.
8. **Skirt/shorts/jumper length must be at least 3 inches below fingertips**
9. Sneakers must be primarily solid in color – navy, white, black, grey or brown. No vibrant colors, patterns, glitter, and the like. Sneakers must be worn with gym uniform and may be worn with the uniform shorts. No high top sneakers or sneakers with wheels.
10. Warm weather uniforms are optional. The standard uniform may be worn on all days of the school year.
11. Gym uniforms are worn all day on gym day. Sneakers must be worn on gym day.

**Pre-school/Pre-K Uniform Components:**
- Blue short-sleeve or long-sleeve jumper with MCS logo
- Blue jersey shorts and short-sleeve tee shirt with MCS logo
- Blue sweatpants and polo shirt with MCS logo
- Blue sweatshirt with MCS logo
- Sneakers or uniform shoes (solid blue, black or navy with non-skid sole, a closed back and toe)
- Sneakers must be worn on gym day

**Boys Uniform Components Grades K-5: November-April**
- Navy blue dress pants (twill pleat or flat front) with black or brown belt (belt is optional for K)
- While polo knit shirt long or short-sleeve with official MCS monogram
- Optional navy blue sweater/fleece pullover or vest with MCS monogram
- Uniform shoes

**Warm Weather Only (Boys K-5): Sept-Oct & May-June**
- Warm weather uniform is optional
- Navy blue shorts twill pleat or flat front with black or brown belt (belt is optional for K)
- White polo shirt with MCS monogram
- Sneakers may be worn with uniform shorts
- Solid navy or white socks

**Girls Uniform Components Grades K-5: November-April**
- MCS plaid jumper (must be at least 3 inches below fingertips)
- Navy blue dress pants (twill, plain/pleated front)
- White broadcloth round collar blouse worn under jumper only
- White long sleeve/short sleeve polo knit shirt worn with slacks or jumper
- Optional navy blue sweater/fleece pullover or vest with MCS monogram
- Solid black/brown belt must be worn with shorts/pants

**Warm Weather Only (Girls K-5): Sept-Oct & May-June**
- Warm weather uniform is optional
- Navy blue shorts (twill pleat or flat front) with black or brown belt (belt is optional for K)
- White polo shirt with MCS monogram
- Sneakers may be worn with uniform shorts
- Solid navy or white socks

**Boys Uniform Components Grade 6-8: November-April**
- Khaki dress pants (twill, pleat or flat front)
- Long/short sleeve oxford button down shirt – Light blue
- Optional navy blue sweater/fleece pullover or navy blue sweater/fleece vest with MCS monogram
- Solid black, navy, grey or white socks
- MCS tie
- Uniform shoes

**Warm Weather Only (Boys 6-8): Sept-Oct & May-June**
- Warm weather uniform is optional
- Khaki shorts (twill pleat or flat front) with black or brown belt
- Navy blue knit polo shirt with MCS monogram
- Solid black, navy, grey or white socks
- Sneakers may be worn with uniform shorts

**Girls Uniform Components Grades 6-8: November-April**
- MCS plaid skort – must be at least 3 inches below fingertips
- Khaki dress pants (twill pleat or flat front)
- Light blue oxford button down blouse
- Optional navy blue sweater/fleece pullover or navy blue sweater/fleece vest with MCS monogram
- Navy blue tights
- Solid black/brown belt must be worn with shorts/pants

**Warm Weather Only (Girls 6-8): Sept-Oct & May-June**
- Warm weather uniform is optional
- Khaki shorts (twill pleat or flat front) with black or brown belt
- MCS plaid skort – must be worn at least 3 inches below fingertips
- Navy blue knit polo shirt with MCS monogram
- Navy blue knee socks
- Sneakers may be worn with uniform shorts

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**THE SCHOOL UNIFORM IS PURCHASED FROM DONNELLY’S UNIFORM COMPANY.**

[www.donnellysclthing.com](http://www.donnellysclthing.com) or (800)498-0045

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**Field Trip Attire:**
- Field trips are taken for many purposes, and to many different places. Field trip permission forms will state the required uniform, which may range from full seasonal uniforms to simply an MCS shirt with choice of dress-down “bottoms.” Please be sure to follow the teacher’s request.
Dress-Down Policy:
On occasion, the principal will announce a school-wide “dress-down” day, often to raise funds for charity or to reward students for a job well-done. This also applies to any middle school spirit days. Students are expected to adhere to the following rules:
- All shirts/dresses must have a sleeve
- Jeans/pants must be neat and without holes
- Skirts/dresses must be no shorter than 3 inches below fingertips
- There must be no exposed skin in the midsection of the body; likewise, necklines must be appropriate
- All shoes must have a non-skid sole, a back, and a closed toe
- Heels must be no more than one inch. Sneakers are permitted

Warm weather dress down policy: Sept-Oct; May-June
- All shirts/dresses must have a sleeve
- Jeans/pants/shorts must be neat and without holes
- Skirts/dresses must be no shorter than 3 inches below fingertips
- Shorts must be at least 3 inches below fingertips
- There must be no exposed skin in the midsection of the body; likewise, necklines must be appropriate
- Sandals are permitted, as long as they have non-skid, flat bottom soles with a back strap. No flip flops are permitted.

Gym Uniforms:
- MCS Uniform sweatpants with logo are required from November to April
- MCS Uniform shorts with logo are allowed from September to October and May to June
- MCS TShirt with logo at all times (Spirit Wear Shirts are not allowed unless specified prior to an event)
- MCS Sweatshirts with the logo are optional
- Middle School Students are required to bring a change of clothes on mass days they have gym.

Recess during cold weather:
In order to provide children with a change of environment at least once during the day, children in grades PreK-5 may go outside on moderately cold days. We ask that parents send their child(ren) to school dressed appropriately with gloves/mittens, hats and warm jackets. Middle school students walk outside to and from the cafeteria on weather appropriate days.

HEALTH CONCERNS
At Monsignor Clarke School, we are concerned with the whole child. Our children need to be healthy, safe, engaged, challenged, and supported in all areas. In order to meet the health needs of our students, we provide the services of a school nurse between the hours of 10:30 am and 1:30 pm daily. In addition, our school nurse is supported by services provided by the South Kingstown School Department. The main responsibilities of the school nurse include:
- Maintaining health records for each student.
- Ensuring that all students entering Monsignor Clarke School for the first time have a complete physical examination, as required by state law, and that a required physical examination is completed upon entry into kindergarten and the 7th grade.
- Preventing the outbreak/spread of communicable diseases through the enforcement of the minimum requirements for immunizations of students, as set forth by state law.
- Protecting the health of students by conducting screenings for hearing, vision and scoliosis.
- Promoting optimal student dental health through required annual dental examinations as mandated.
**Emergency Information:**
All students need to have **up-to-date emergency information** on file in the school office which contains:
- Address and phone number(s) where parents may be reached during the school day.
- Address and phone number of at least two relatives or close friends **who are not employees of the school** who have agreed to take the parent’s place in case of emergency. They should be available to pick up the child, if necessary.

**Medication Policy:**
All medication to be taken during school hours must be:
- Brought to the school office by a parent/guardian
- Accompanied by the appropriate school medication form (prescription vs. non-prescription), which can be found on the school website
- In a pharmacy labeled (or original over-the-counter) container
- Administered by the school nurse, with the exception of self-administered epi-pens and/or inhalers (when specifically directed by the physician in writing)

**Illness:**
Students should be kept at home if they are not feeling well, have a fever, or if they show evidence of unusual symptoms (e.g. a rash). If a child has a contagious disease, the office needs to be notified immediately so that parents and teachers may be alerted to watch for symptoms in other students.
A student may not remain at school with a fever, diarrhea, or while vomiting.
A child must not return to school unless he/she has been free of symptoms and fever for 24 hours. If an illness requires an antibiotic, the child should receive the medication for 24 hours before returning to school. Please adhere to this rule for the protection of all our children and staff. You will be called to take your child home if they return to school before the 24 hour period expires.

**Illness or Injury at school:**
If a student becomes ill or injured at school, he/she should report directly to the teacher on duty and be sent to the office.
- In case of illness, the child’s temperature will be taken. Parents will be asked to pick up their child if there is a fever present or if the child is unable to return to the classroom.
- In case of serious injury, the school will contact emergency services, as necessary. Parents/guardians will be notified.
- Minor first aid problems, including suspected sprained or broken bones, will be treated by school designated personnel, and parents will be notified.

**SAFETY CONCERNS**
For the safety of students and staff, our school is locked at all times. Visitors must enter through the front door on Tower Hill Road. Office personnel will monitor all visitors.

Students are **never** allowed to leave the building or schoolyard area without permission from a staff member.

**Student Drop-off and Pick-up:**
It is the duty and responsibility of the faculty/staff of Monsignor Clarke School to be sure that the students are supervised at all times. However, it is the responsibility of the parents to be sure that students do not arrive too early before school or stay too late after school.
• Children who arrive prior to 8:10 am or who remain after 3:00 pm will be checked in at our **EXTENDED DAY PROGRAM** and parents will be charged accordingly.
• Normally, students will be allowed to enter the school building at 8:10 am and gather in the corridors outside their classrooms where they will remain until their classroom teacher escorts them to their room.
• Parents will be expected to follow the set traffic pattern when dropping off and picking up their children. Drivers should be mindful of their speed when on school property.

**Student Records:**
Federal regulations require that an educational agency or institution shall give full rights under the Family Rights and Privacy Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights (20 U.S.C. 1230, 1232g).

If parents are divorced or separated, the school presumes that both parents have access to the children and their records unless we are otherwise notified. **Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal’s office.** The school will not be held responsible for failing to honor arrangements that have not been made known.

**Safety Drills:**
Fire drills, lockdown drills and school-wide evacuation drills are held at regular intervals within the mandated guidelines of the State Fire Marshal. Students are expected to follow school drill rules and all adult directives being given at the time of the drill. The student needs to understand the seriousness of this procedure and to treat the practice drill with due respect.

**School Closing/Delay Announcements:**
In case of inclement weather, Monsignor Clarke School will follow the decision of the Superintendent of the South Kingstown School System – whether to cancel school for the day, delay the start of the school day or dismiss school early.

• Announcements regarding school closings will be made via the School Messenger telephone notification system and over TV station.

**Early Dismissal:**
In the case of early dismissal, notifications will be made using School Messenger and over local TV/radio stations. Students will be dismissed according to their usual dismissal plan (bus or parent pick-up) unless the school is otherwise informed. Please note that after school care will not be provided when the school dismisses early.

**PLAYGROUND/RECESS RULES: MCS CARES**

Make sure to listen when directions are given.
Conflicts will be solved peacefully.
Stay within agreed upon boundaries and away from windows.

Clean up after yourself and others.
Act kindly and treat others as you want to be treated.
Respect others at all times – use your words carefully.
Everyone can play!
Safety first – no rough play on the fields or equipment.
GENERAL POLICIES, PROGRAMS AND INFORMATION

ATHLETICS: Please see separate handbook located on our website.

BUS TRANSPORTATION to and from school is provided by the towns of South Kingstown, North Kingstown, Narragansett, Exeter-West Greenwich, Charlevoix, Westerly and Jamestown. Each town has its own rules and regulations for their buses. Monsignor Clarke School students are expected to follow these rules or be prepared to accept the consequences.

- The bus company makes school officials aware of inappropriate bus behavior. The Principal will discuss the problem with the student and assist with appropriate disciplinary measures.
- If there are problems with times, routes, drivers, students, etc., please contact the transportation department in your town.
- Only students who are residents of their particular town may ride the bus to and from school; no others are allowed.

THE EXTENDED DAY PROGRAM is offered to any student registered at Monsignor Clarke School.

- It is available school days from 7:30-8:30 am and 2:45-5:30 pm.
- Information regarding the EXTENDED DAY POLICY AND RATE SCHEDULE is disseminated at the start of the school year. Parents planning to use extended day regularly must complete and return the form to the office.

ELECTRONIC DEVICES are permitted with permission from and under the supervision of a teacher or staff member. If a student is found using an electronic device in school without the permission of a staff member, the device will be retained by the staff member until the end of the day.

EXTRA-CURRICULAR activities are offered to enrich the educational experience of our students. School-sponsored activities are supervised by faculty, staff, professionals, parents, and/or volunteers. Appropriate dress is required at all socials, school sponsored events and ceremonies. Parents must provide transportation arrangements at the scheduled end of the activity.

FIELD TRIPS are considered a privilege and are taken to enhance the educational experiences of the students. The school reserves the right to deny a student participation in a field trip for failure to meet academic and/or behavioral requirements.

- A special permission slip must be completed by the parent before the student will be allowed to participate in the field trip. Phone calls, faxes, and other notes from parents will not be accepted.
- At times parents may be called upon to be chaperones. The classroom teacher determines the number of chaperones needed and the process for selection. All chaperones must have valid BCI check and Safe Environment training. For insurance purposes, siblings will not be allowed to participate.
- Students will follow the uniform guidelines stated on the permission form.

INTERNET POLICY: Acceptable Use Policy
Monsignor Clarke School fully endorses the use of the Internet as an educational tool. Access to information, research sources, people and computers throughout the world is available to students. The school is committed to restricting access to questionable material and to limiting inappropriate use through education, supervision and installation of filtering software.
Therefore, all users who access the internet through Monsignor Clarke School are required to adhere to strict ethical and legal guidelines outlined in the Internet Use Policy. If users violate any of these provisions, their access may be terminated and appropriate disciplinary actions will be taken.

**LOST AND FOUND** articles are placed in a box in the cafeteria. Items of great value will be kept in the office. Parents and children are welcome to look through the items at any time. Unclaimed articles will be donated at the end of each trimester.

**MONEY** brought to school must be placed in an envelope and labeled with the child’s name, class, amount of money enclosed, and its purpose. All checks are to be made out to Monsignor Clarke School unless otherwise noted. Monies for different items should not be combined since it is often rerouted to different areas upon arrival in the school office.

**PARENT TEACHER ORGANIZATION (PTO)** is open to parents and/or guardians of all children enrolled in Monsignor Clarke School. The purpose of the organization is to foster better understanding and close cooperation between the school and parents for the purpose of advancing Catholic education. Monthly PTO meetings are open to all school families.

**PERSONAL PROPERTY:** The school will not be responsible for lost or broken items. The school reserves the right to search desks, lockers or personal belongings at any time without notice if there is a reasonable cause for such a search.

**SCHOOL MATERIALS** must be treated with care at all times. Damaged/lost items will be subject to a replacement fee.

**SEXUAL HARASSMENT** – Students have the right to be protected from words or actions which are considered to be forms of sexual harassment. Actions constituting sexual harassment include, but are not limited to, physical contact or use of sexually explicit language, gestures, writing, pictures, or objects. Such inappropriate behavior will result in disciplinary action which may include suspension or expulsion.

**STATEMENT ON VIOLENCE** – Any action by any member of the school community that disrupts the peace of the community is unacceptable. Therefore intimidation, harassment, bullying, cyber-bullying, threats of violence, and actual violence of any kind in any form by any member of the school community to any other member of the school community or to an outsider will not be tolerated. All threats of violence will be taken seriously. Police will be contacted when appropriate.

**STUDENT PHOTO/VIDEO AUTHORIZATION:** Parents who do not want their children to be photographed must sign a form to be kept on file during the year.

**Middle School Community Service Requirement:** Sixth and seventh grade students are required to complete a minimum of 20 hours of Christian service per school year. Service hours completed in the summer can count toward the requirement for the upcoming school year. Recorded hours must be signed by a responsible supervisor within one month of the service. Signed hours and a student reflection of the service activities will be due by mid-May and calculated in the fourth quarter religion grade.

- Note: National Junior Honor Society (NJHS) Students will have to complete additional service hours according to the MCS NJHS Chapter guidelines.
**8th Grade Community Service Project:** Eighth graders will complete a Community Service Project. The Service hour requirement will be lowered to 15 hours but will be sustained, in-depth and focused on one topic/project. Students may work individually or in groups of up to three students to complete this project. The structure of the project will have three parts:

1. Inquiry: student will explore the needs in the community and decide how s/he will choose to respond
2. Active service: student will perform 15 hours focused on one topic/project
3. Reflection: student will make an oral and visual presentation of the project in the spring

Students may begin work on the project during the summer prior to starting 8th grade. Details of the project will be administered by the middle school religion teacher at the beginning of the school year and will be subject to change by his/her discretion.

- Note: National Junior Honor Society (NJHS) Students will have to complete additional service hours according to the MCS NJHS Chapter guidelines.

**National Junior Honor Society:** Monsignor Clarke is an affiliated chapter of the National Junior Honor Society. Membership is open to seventh and eighth grade students who meet the required standards in the five areas of evaluation: scholarship, leadership, service, citizenship, and character. Standards for selection are established by the national office of the National Junior Honor Society and have been revised to meet our local chapter needs.

For the scholarship criterion, the student must have a cumulative GPA of 4.4 or better in the core subjects for each of the first two trimesters of the school year. Core subjects for students are defined as those that meet three or more times per week. Students must also have a grade in a special subject (i.e. art, music, etc) of no less than a 3.0. An eighth grade student who was on the National Junior Honor Society last year must also meet this criterion to renew their membership. Students will be reminded of this criterion at each progress report in the first and second trimester.

For the service criterion, all candidates must complete an additional ten hours of community service above the twenty hours required for each middle school student at Msgr. Clarke. Students must submit a total of thirty hours by May 15. Once invited to join the NJHS, students are expected to maintain the same standards of excellence that they have achieved!

**ADMISSION/REGISTRATION POLICY**

Monsignor Clarke School admits students of any gender, race, color or national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other administered programs. The school does not discriminate against students with disabilities of any kind if, with reasonable accommodation, they can meet the school’s program requirements.

Children must be five years of age on or before September 1 to be eligible for admission to Kindergarten.

For all new students the following documents are required:
- Copy of official birth certificate
- Current records of Immunization and Health.
• Certificate of transfer from the school last attended (if applicable).
• Records from last school attended. (Report card, standardized test scores, and health records.)
• Signed registration forms, tuition contract and registration fee.

It may be necessary at times to deny admission to prospective students because registration for certain classes exceeds the maximum class size. In this case, admission will be granted in the following sequence:
• First, to those who are siblings of Monsignor Clarke students, who are enrolled for the next academic year.
• Second, to those who are registered members of area Catholic parishes.
• Third, to all others.

Registration begins each year in January for students in pre-Kindergarten through grade 8. It is the desire of the administration to keep the maximum class size at 25 students.

Re-registration for current students is held in early January/February. Only those families that are current with tuition and/or extended day payments are eligible to re-register at this time.

Mid-year transfer students may be accepted at the discretion of the principal.

TUITION ASSISTANCE
Diocesan and local parish tuition assistance is available to qualifying families. The FACTS Grant and Aid application must be completed in order to be considered for aid. (www.factstuitionaid.com/facts/gaindex). Local parishes provide limited tuition assistance; please inquire at your parish.

TUITION COLLECTION/STUDENT WITHDRAWAL POLICY
All families must use FACTS tuition management to make tuition payments. For families electing to pay tuition in full, payment is due in July, and the fee for FACTS will be waived. Families may opt for several payment plans through FACTS. See https://online.factsmgt.com.

All students enrolled as of July 1, 2016 will be considered enrolled for the entire school year. Please advise the school office in writing, before July 1st if you intend on withdrawing your child or children from school.

As of July 1, 2016 the following early withdrawal policy will go into effect and money will be withheld on the following basis:

<table>
<thead>
<tr>
<th>Withdraw Before</th>
<th>Amount Withheld for Early Withdrawal</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 1st</td>
<td>$150.00 deposit per student</td>
</tr>
<tr>
<td>August 1st</td>
<td>$150.00 deposit plus 10% of student’s tuition</td>
</tr>
<tr>
<td>September 1st</td>
<td>$150.00 deposit plus 20% of student’s tuition</td>
</tr>
<tr>
<td>October 1st</td>
<td>$150.00 deposit plus 30% of student’s tuition</td>
</tr>
<tr>
<td>November 1st</td>
<td>$150.00 deposit plus 40% of student’s tuition</td>
</tr>
<tr>
<td>December 1st</td>
<td>$150.00 deposit plus 50% of student’s tuition</td>
</tr>
<tr>
<td>January 1st</td>
<td>$150.00 deposit plus 60% of student’s tuition</td>
</tr>
<tr>
<td>February 1st</td>
<td>$150.00 deposit plus 70% of student’s tuition</td>
</tr>
<tr>
<td>March 1st</td>
<td>$150.00 deposit plus 80% of student’s tuition</td>
</tr>
<tr>
<td>April 1st</td>
<td>$150.00 deposit plus 90% of student’s tuition</td>
</tr>
<tr>
<td>May 1st</td>
<td>$150.00 deposit plus 100% of student’s tuition</td>
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</tbody>
</table>
A MESSAGE ABOUT OUR HANDBOOK

The 2017-2018 handbook has been prepared to acquaint you with the policies, procedures, and expectations now in place at Monsignor Clarke School. Monsignor Clarke School is a school rooted in the teachings of Jesus, the Catholic faith and tradition. If at any time the School determines, in its sole discretion, that it cannot successfully provide your child a Catholic education or that allowing your child to continue their education at the School would hinder the School’s mission or operation, regardless of whether it is because of your child’s conduct, his or her guardian’s conduct or any other outside circumstances, the School may require you to withdraw your child. In such an instance, any tuition paid in advance will be refunded to you on a pro-rata basis. We will not be printing the calendars and will send home information regarding calendar dates through the digital newsletter and on the website calendar.

Both the Parent and Child need to sign below and return this form to school (young children that do not write their name yet, parents please write it for them)

By Tuesday, September 12th 2017. It will become part of your student(s) file

I have read the 2017-2018 Monsignor Clarke School Parent-Student Handbook and the above Message from the School regarding the 2017-2018 Handbook and am willing to be governed by both. I am aware, notwithstanding any of the provisions contained within the handbook, THAT THE SCHOOL/PRINCIPAL RETAINS THE RIGHT TO UNILATERALLY AMEND THIS HANDBOOK AT HIS/HER SOLE DISCRETION.

Parents will be given prompt notification if changes are made.

STUDENT NAME (PRINT): __________________________________________

GRADE: ___________

STUDENT SIGNATURE: __________________________________________

PARENT/GUARDIAN (PRINT): ______________________________________

DATE: ___________

PARENT/GUARDIAN SIGNATURES: _________________________________

PARENT/GUARDIAN (PRINT): ______________________________________

DATE: ___________

PARENT/GUARDIAN SIGNATURES: _________________________________
On occasion there may be functions and or activities where students will be photographed or videoed for school related publications on the school website, in print in local newspapers, social media (such as facebook and instagram) or school publications. If you would like to decline permission please fill out and return the form below.

_____ I do not give permission for my child(ren) to be photographed/videoed for

_____ school publications

_____ Website

_____ newspapers

_____ social media (facebook/instagram)

________________________________________________________
Child Name and Grade – Please Print

________________________________________________________
Parent/Guardian Signature
INTERNET USE POLICY

Msgr. Clarke School is pleased to offer students access to computer network and the Internet. Internet access will be provided to enable students to explore thousands of libraries, databases, museums, and other repositories of information. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet exceed the disadvantages.

Students are responsible for appropriate behavior on the school’s computer network just as they are in a classroom. General school rules for behavior and communication apply. It is expected that users will comply with the following rules set forth below. The use of the school’s computers is a privilege, not a right, and may be revoked if abused.

Guidelines/Rules to follow to prevent the loss of network privileges at school:

- Do not use a computer to harm other people or their work
- Do not damage the computer or the network in any way
- Do be courteous, respectable and use appropriate language
- Do not violate copyright laws
- Do not install software, shareware, or freeware without the computer teacher’s approval
- Do not trespass in another person’s folders, work or files
- Do notify an adult immediately if, by accident, you encounter materials which make you feel uncomfortable
- Students must have computer teacher permission each time before using the computers and/or the Internet
- Students must be in the presence of a teacher while using the computer and/or Internet
- Students must not search for Web sites that are not needed for schoolwork
- Students may not modify computer settings without explicit permission from the teacher
- Students may not access chat servers or instant messaging at school
- Students may not use personal games or music CDs/discs without written permission from the teacher
- Students must tell a teacher if they know of a violation to this policy
- Be prepared to be held accountable for your actions and the loss of privileges if the rules are violated.

Please sign and return by Tuesday, September 12, 2017

As a parent or guardian of a student at this school, I have read the above information about the use of computers at the school and I understand this agreement will be kept on file at the school.

Parent Name (Print) _______________________________________________________________

Parent Signature ___________________________________________________________________

As a user of the school computer network, I agree to comply with the stated rules and to use the network in a constructive manner.

Student Name/Grade (Print): _______________________________________________________________

Student Signature and date: __________________________________________________________________
Student Contract for Technology

At Monsignor Clarke School, we are very fortunate to have technology in the form of Apple iPads, Tablets and Chrome Books for classroom use. In order for the technology to be successfully used by a large number of users, the following guidelines must be in place for each user:

1. Please keep your work area clear of all food and drink when using the any technology.
2. Since school technology is used by many users per day, please keep settings the way you found them.
3. Please keep apps in their original folders so that they are easy to find for all users.
4. All updating of apps will be done by our technology coordinators or IT Teacher. Please ignore update messages.
5. Photos and videos should be taken only under the direction of your teacher.
6. Use the internet only as instructed by your teacher.
7. Please report to your teacher immediately if your technology is not working properly.

*Please note that students will be assigned a specific piece of technology from this point on so that problems can be easily traced to a specific user.*

****************************************************************************

I have read and understand the rules for using the technology. I also understand that I will lose the privilege of using a school technology in class if I knowingly ignore these rules.

Print Name: ___________________________  Teacher: _________

Student Signature: ___________________________

Parent Signature: ___________________________