



# STUDENT / PARENT HANDBOOK

*2018-2019*

2700 E. Venango Street Philadelphia, PA 19134

Phone: (215) 634 – 8803

[www.stgeorgecatholic.org](http://www.stgeorgecatholic.org)

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Dear Parents and Students,

*“What greater work is there than training the mind and  
forming the habits of the young?”  
St. John Chrysostom*

Welcome to Saint George Catholic School! In choosing Saint George School, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Saint George School for the 2017-2018 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Saint George School during the 2018-2019 school year.

The faculty and staff of Saint George School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

Ms. Rebecca Kutterbach  
Principal, St. George School

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## Saint George School

Saint George School is a Pre-Kindergarten through Grade 8 Catholic Elementary and Middle School under the Diocese of Philadelphia Schools Office.

The curriculum stresses academic achievement within a Christian community where the child feels that he/she is loved and respected by his/her peers as well as the teacher. United with each other in meaningful liturgy and prayer, the students can further come to an understanding of the Christian life. At Saint George School, we are attempting to "teach as Jesus did."

The Diocesan curriculum guidelines, consistent with the State of Pennsylvania guidelines are followed for the teaching of all secular subject areas. The curriculum is marked by current content and fresh approaches to methodology. There is emphasis on principles rather than fact, on learning through problem solving rather than by precept. We strive to offer a program that makes use of many sources of reading material, a wide variety of audio-visual and technology tools, a multi-text, and hands-on learning approach to the content areas.

## History

Beginning in 1910, Saint George School operated throughout several rooms in the parish rectory. At that time, two teachers taught a full scholastic schedule to 32 students on a daily basis. Included in their curriculum were Lithuanian prayers as well as the Lithuanian language. With the construction of the present church / school structure in 1920, the educational mission of the school was strengthened with the addition of several lay teachers, and the arrival of the religious Sisters in 1923.

Fast-forward to 2018, Saint George School boasts technology, art, music, and physical education programs available to grades Pre-K through Eighth, as well as sports, student government, and community service programs. Over the years, though, we have never lost sight of our foundation – small class sizes, quality and faith-filled academics, and family atmosphere.

## Mission Statement of Saint George School

The mission of Saint George School is to empower our youth to be **GREAT!**

*God-centered, Respectful, Enthusiastic, Attentive, and Trustworthy*

Through the teachings of the Catholic Church and innovative educational initiatives, we focus on striving for one's personal best, the importance of community, and equipping leaders for the future!

## Philosophy

Saint George School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Philadelphia.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the faculty that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early years, education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

## School Hours

Grades Pre-K and K: 8:15 AM – 2:30 PM. Grades 1 – 8: 8:00 AM – 2:45 PM. Students not in their homeroom at 8:15 and 8:00 AM respectively are considered tardy.

At Saint George School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school yard is supervised beginning at 7:45 AM each day. **No supervision will be present before 7:45 AM and so, children should not be left unattended prior to 7:45 AM.**

Please check the school calendar and weekly newsletter for early dismissal dates.

Saint George School offers an After School Care Program. Students who are enrolled in the program must pay a \$15.00 deposit at the time of registration.

Cost is \$10.00 per day in our 3-hour program (2:45 PM – 5:45 PM) A fee of \$5.00 per 15 minutes is charged for students remaining in the program after 5:45 PM.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. If a student is not picked up at regular dismissal, students will be admitted to the After School Program and parents will be charged for this service. Students have not arrived by the start of the school day and who are not picked up by 5:45 PM will receive:

1. a phone call reminding you to not drop off your child early or to pick up your students on time
2. a registered letter reminding you that dropping your child off at school too early to late or failure to pick up your child on time constitutes neglect. Child Protective Services may be notified.

Three (3) tardies or three (3) early withdrawals is considered a one-half day absence. Excessive tardies will have a direct impact on a student's academic evaluation and promotion to the next grade.

### [Returning to School After Dismissal](#)

Students are not permitted to return to the school building after the 2:45 PM dismissal unless accompanied by a teacher. Students who choose to return to school after 2:45 PM without a teacher, face detention, suspension, or expulsion. This policy is designed for the protection of your child in addition to helping your child to become more organized and personally responsible.

### [School Office Hours](#)

The school office is open on all school days from **7:30 AM – 2:45 PM.**

### [Admission Information](#)

#### ***Nondiscriminatory Policy***

Saint George School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

## Admissions Policy

- Children entering Pre-K must be three (3) years of age by August 31<sup>st</sup>.
- Children entering Kindergarten must be five (5) years of age by August 31<sup>st</sup>.

At the time of registration, all new students seeking admission to Saint George School may be evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- \*Verification of active parish affiliation/stewardship
  - +Use of weekly envelopes or automatic deposit
- \*Health Records
- \*Immunization Records
  - +All students entering Saint George School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to acceptance.
- \*Birth Certificate (original)
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Saint George School will meet the educational needs of the students. An interview with the student may be a part of the admission process. This interview may not include the student's parent.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Saint George School. The recommendation and decision of the

school is final. Saint George School is limited in its human capital resources and will make *reasonable* accommodations for learning differences when possible. Saint George School cannot accommodate students who have *extraordinary* learning differences. **If after admission, the educational and/or behavioral needs of a student exceed what would be considered *reasonable*, the student may need to be separated from Saint George School. This decision will be made in order for the student’s educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from Saint George School is made by the school, the student’s tuition due would be prorated.**

**Immunizations**

All students enrolled in Saint George School must have current immunizations. The only exemption to the policy is in the event that a student has an illness that would compromise his/her life by being immunized. Documentation of a compromising condition, such as, but not limited to, leukemia must be presented prior to the first day of the school year.

**Withdrawal of Students**

Notice of withdrawal of a student should be made by the parent in **writing** to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

**Financial Obligations**

**TUITION SCHEDULE  
SCHOOL YEAR – 2018-2019**

<b>GRADES 1-8</b>	Parishioners registered and contributing regularly to the Parish Sunday collection (\$15 per week, per family)	Non-Parishioners	Registered parishioners NOT contributing regularly to the parish; Non-supporting parishioners
<b>1 CHILD</b>	<b>\$4300</b>	<b>\$5230</b>	<b>\$5230</b>
<b>2 CHILDREN</b>	<b>\$5100</b>	<b>\$6130</b>	<b>\$6130</b>
<b>3 or MORE</b>	<b>\$6032</b>	<b>\$6876</b>	<b>\$6876</b>
<b>FULL DAY PRE-K AND KINDERGARTEN: \$4300 FOR FAMILIES WITH NO OTHER CHILD IN OUR SCHOOL/ \$2360 FOR FAMILIES WITH OTHER CHILDREN IN OUR SCHOOL</b>			

**FINANCIAL ASSISTANCE FORMS are available ON-LINE at [www.factstuitionaid.com](http://www.factstuitionaid.com) or at the school office. \*The application deadline to FACTS® Grant and Aid Assessment is published in December, 2018.\***

**Tuition Payment Options:**

**Payment Options:** *(Please read carefully as our payment options have changed.)*

- Pay in full by June 1, 2018, or
- Pay ½ annual tuition by June 1, 2018 and the remainder by December 1, 2018, or
- Enroll in the FACTS® Tuition Management Service. Payments begin in June 2018.
- Please note that you may pay in full for one child and utilize FACTS® for another.

**Enrollment/Re-Enrollment**

- The \$150.00 Application Fee for new students must be submitted with the application. The Enrollment Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Enrollment Fee by the date designated.
- All Application Fees are **NON-REFUNDABLE**.
- There will be a \$25 returned check fee for all checks made payable to Saint George School that do not clear the bank.

**FACTS® Tuition Management Service Overview**

- There is an annual non-refundable \$XX administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 12 months via personal check, money order, or automatic deduction.
- Your enrollment form to FACTS® must be returned with your registration.
- All families not selecting the FACTS® tuition plan will be expected to make one direct payment to Saint George School for the entire amount of tuition no later than June 1, 2017. You may drop off your payment to the school office or to the School Accounting Office.

**Withdrawal Policy**

- Families must notify the school in writing if a student is withdrawn from the school.
- The school will not forward records for students who withdraw with an outstanding balance.

**A RETURN FEE OF \$25.00 WILL BE ASSESSED TO YOUR ACCOUNT FOR ANY RETURNED TUITION PAYMENT.**

**PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL ACCOUNTING OFFICE at (215) 634 - 8803.**

**Application Fee:** (non-refundable).....\$125.00 (one student) ; \$200.00  
(two or more students)

**Graduation Fee:**.....\$50.00

## Absence

**When a student is absent from school, a parent **must** call the office by 10:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Saint George School students and is aligned with the state statutes of the state of Pennsylvania.

**Students should be fever free for 24 hours before returning to school.** Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 2:45 PM – 3:15 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation.** (See also *Homework due to vacations/planned absences.*)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

**Excessive absence (40) days or the equivalent of 40 days including tardies**, can be cause for a student to be retained in the current grade for another year.

## *Absence During the School Day*

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence.

## *Academic Information*

### *Curriculum*

The Diocesan curriculum guidelines, consistent with the State of Pennsylvania guidelines, are followed for the teaching of all secular subject areas. The entire curriculum for the Diocese of Philadelphia is posted on the diocesan website.

Saint George School School offers students opportunities for growth in the following major subjects:

#### ***Religion***

Catholic doctrine and tradition, Bible study, Catholic Social Teaching, preparation for the reception of the Sacraments of Reconciliation, and Eucharist.

Liturgical services are held on the First Friday of each month for the entire school community.

#### ***Computer Literacy***

Google Suite, Word Processing, Data Base, Spread Sheets, Web Design, Effective Use of Social Media, appropriate and ethical use of E-devices, and Integration with Curricular Subjects.

#### ***Fine Arts***

#### ***Handwriting***

#### ***Language Arts***

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

***Mathematics***

Mathematics Skills, Pre-Algebra, and Algebra I.

***Physical Education***

***Science***

General Sciences and Laboratory Experiences.

***Social Studies***

History, Geography, Economics, State History, and Current Events.

***Spanish***

Vocabulary, common expressions, grammar, conversation, and culture.

**Grading Scale**

***Grades 1 – 3:***

***O (Outstanding) = 98-100***

***VG (Very Good) = 92-96***

***G (Good) = 85-91***

***S (Satisfactory) = 75-84***

***I (Improvement Needed) = 70-74***

***U (Unsatisfactory) = < 70***

***Grades 4 – 8***

***>70 Passing***

***< 70 Failing***

## Honors (Grades 4-8)

Honors are issued to students in Grades 4 – 8 at the end of the school year, based on their FINAL GRADES on their report card. It is not based on averages.

***First Honors:*** 93 or above in each final grade

***Second Honors:*** 85 or above in each final grade

***Effort Award:*** Determined by the classroom teacher (Grades Pre-K – 7)

### Testing

Students will not be permitted to retake a quiz or a test in order to improve their academic standing.

Students in Grades 3 - 7 will participate in TERRA NOVAs each year.

Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day.**

Students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

## Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. **Academic probation is for students who *can* learn, but choose *not* to learn.** Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).

### Student Records

Saint George School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Saint George School Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

## Accreditation

Saint George School is accredited by the Middle States Association of Colleges and Schools Commissions on Elementary and Secondary Schools for the period of May 1, 2017 through May 1, 2024.

## Sacramental Program

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Saint George School. Preparations for three sacraments, Reconciliation and Eucharist, form the core of instruction in Grades 2 and 3 and Confirmation in Grades 5 and 6. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist.

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Eucharist are only conferred to students baptized in the Roman Catholic tradition.

## Policies

### **Buckley Amendment**

Saint George School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address.

Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.).

### **Custodial Rights**

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

### **Child Abuse Laws**

Saint George School abides by the Child Abuse laws of the State of Pennsylvania. This law mandates that all cases of **suspected** abuse and/or neglect be reported to Child Protective Services.

### **Conduct**

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Principal or Assistant Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, e-cigarettes, questionable books and pictures, White-out®, Sharpie® markers, knives, guns, matches, cigarettes, toys, trading cards, laser lights, CDs, cameras, or anything that will detract from a learning situation are not allowed at school at any time.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these

items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year.**

## Technology Concerns

**Blogs:** Engagement in online blogs such as, but not limited to Facebook®, etc. may result in disciplinary actions (including expulsion) if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade Facebook® page without the written authorization of the principal. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's Facebook® page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

**Electronic Readers (E-readers):** Electronic readers, simply called "e-Readers," are digital devices that can store books, periodicals, magazines, and other electronic media. e-Readers like Amazon's Kindle®, Barnes & Noble's Nook®, Apple's iTouch®, and Apple's iPad® are quickly becoming ubiquitous in our digital culture and they simply cannot be ignored. Saint George School, in striving to maintain technological relevance in education, is providing the opportunity for students to use these devices in accordance with our e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents.

### **e-Reader Acceptable Use Policy:**

The wide variety of hardware and software capabilities of available e-Readers makes them challenging to monitor and control in a school environment in contrast with school owned technology assets like computers, etc. Therefore, the Saint George School e-Reader Acceptable Use Policy needs to be specific and clear. A student who violates any portion of the e-Reader Acceptable Use Policy may immediately lose the privilege to use their e-Reader at school for a length of time commensurate with the nature of the violation.

1. All e-Readers must be registered with the School Office and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student.
2. e-Readers are to be used **only** for the reading of school-approved material (books, etc.) and not for other purposes such as communication, entertainment, music, gaming, etc.
3. All material on the e-Reader must comply with the spirit and policies of Saint George School. Please refer to the Parent-Student Handbook for more details.

4. All e-Readers must have cellular and network capabilities disabled (turned off) while the device is at school.
5. e-Readers must be used at appropriate times in accordance with teacher instructions. The e-Reader must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.
6. e-Readers are not to be used during lunch, middle-school breaks, or during playground/recess time or during carpool.
7. The student is responsible for knowing how to properly and effectively use their e-Readers and this should not be a burden for the teachers.

### **Facebook® and other Social Media Postings of Student Photographs**

Saint George School works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2012 (CPA) were designed to protect personally identifiable information of minors. Saint George School adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at Saint George are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook® page without permission. Such postings are a violation of the Saint George School's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from Saint George School.

**Instagram®:** Photos and captions on a student or parent's Instagram® account that depict the school, the faculty, other students, or the parish in a defamatory way may result in disciplinary action.

**Sexting:** Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)®, etc. pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer. Students or parents whose

avatars depict other students, teachers, or parish staff in a defamatory light face detention, suspension, or expulsion.

### **Bullying and Cyberbullying**

Saint George School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

### **Search**

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

### **Cell Phones**

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should follow the homeroom teacher's cell phone policy. At no time during the day should a cell phone be in use by a student. **Items taken away from students will be returned to the parent(s)/guardian(s) at the end of the school day.** The administration reserves the right to search the contents of a confiscated cell phone.

### **Telephone**

Permission to use the telephone must be obtained from the school secretary. Students must submit a note from their teacher. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's office is for the use of the teacher only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. Students should NEVER use the teacher's cell phone to make a telephone call.

### **Respect and Cooperation**

Students will show respect for all teachers and school personnel, including volunteers. Students will cooperate and abide by classroom and school policies.

Students involved in disrespectful and uncooperative behavior face detention, suspension, and/or expulsion.

### **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

### **Drugs and Alcohol**

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

### **Smoking**

Smoking of any type is not allowed on campus. This includes the use of e-cigarettes. Cigars, cigarettes, pipes, tobacco or any type, marijuana, e-cigarettes, or vapors are not permitted on campus. E-cigarettes are forbidden on school property. **The battery of an e-cigarette has been known to explode and/or catch on fire.**

### **Cheating**

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete or student involved in extra-curricular activities who is involved in cheating will also be unable to participate in sports/extra-curricular competition.

### **Items Brought To School**

Saint George School is not responsible for loss or damage to any items brought to school by a student. This includes, but is not limited to all electronic devices.

### **School Property**

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student

must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **Gum**

Students should not chew gum at school at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for students who are chewing gum during the course of the school day or during morning or afternoon carpool.

### **Gifts**

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be sent to the homes of students via the U.S. Mail unless an invitation is being given to every student in the entire grade.

### **Off-Campus Conduct**

The administration of Saint George School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying.

### **School Safety**

Saint George School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

In the event that the school suspects danger to a student or the school community, the school reserves the right to call the police.

## Discipline

### *Detention*

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the teacher who monitors the detention. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

### *Suspension*

Students who are given an in-school suspension will be required to report to school each day. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

### *Expulsion*

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Saint George School. Students who have been expelled will not be allowed to return to the school **for any reason** without prior permission from the Principal.

Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Saint George School.

## Allergy Policy

Saint George School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies.

This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

### **1. Asthma Medication**

Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler. All inhalers must be labeled with the child's name.

### **2. Record Keeping**

At the beginning of each school year, or when a child joins Saint George Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

### **3. The School Environment**

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma. **Saint George School makes no claim to be a peanut-free school.**

### **4. Food Allergy Policy**

Saint George School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Saint George School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. **No peanut products will be served in the cafeteria.**

### **5. Classrooms**

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

The classrooms have easy communication with the school nurse.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### **6. Field Trips**

Students with allergies who participate in school-sponsored field trips may face challenges to their physical health. Saint George School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. In the event that a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

## **Medication**

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School Nurse in the container received from the pharmacy and must have on its label the following information:

- a. Child's name
- b. Name of doctor prescribing the child's medication
- c. Frequency
- d. Dose
- e. Date

All non-prescription medication (cough drops, lip balm, etc.) should be taken to the School Nurse with the following information:

- a. Child's name
- b. Frequency
- c. Dose
- d. Date

## Drop-Off and Pick-Up

There is one area for morning drop-off and two areas for afternoon pick-up: Edgement Street and Venango Street. When dropping off students at the Edgement entrance, cars may not park in spots. Students must be dropped off and the cars must be moved.

Parents are asked to pay close attention during the drop-off and pick-up processes. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.

It is the responsibility of the parent to contact after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers should be advised in writing if a child is to go home by a different means on a given day.

## Emergency Drills

State Law requires that **fire drills** be held monthly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in a column of two's, facing away from the building;
5. Return to building when signal is given.

### **Crisis Plan**

Saint George School has implemented a "crisis plan" in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep

your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved a secure location.

### ***Weather Emergencies***

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and e-mail account listed on a student's file via the Option C Alert system.

### **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the compatibility of the field trip with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. 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.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
9. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
11. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
13. All monies collected for the field trip are **non-refundable**.
14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
15. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Saint George School risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
16. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
17. All chaperones must be 25 years of age or older.

## Homework

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. A good range would be 10 minutes for each Grade. For example, students in Grade 1 would have approximately 10 minutes of homework; Grade 3 – 30 minutes, etc. If a problem arises, the teacher should be contacted.

Homework may be assigned to students at the discretion of their teacher.

### ***Homework due to Vacations/Planned Absences***

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process. Missed assignments are the student’s responsibility.

**Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception or offer payment for homework given in advance of an absence.**

## **Homework Policy Due to Illness**

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

## **Uniform Guidelines**

A student's appearance, self-respect and performance have a tendency to compliment each other. We encourage the students to take pride in their appearance. Neatness and cleanliness are prime requisites. Please remember children require constant reminders plus a great deal of encouragement and assistance along this line. Good taste, plus the AVOIDANCE OF ALL EXTREMES, is what we strive for.

### **BOYS:**

Navy blue uniform dress slacks and thin solid black belt.

Light Blue shirt (long or short sleeves).

Uniform Tie

Black shoes (regulation only) - laces and no mark soles.

Regulation sweater vest - navy blue with SCHOOL LOGO .

Hair neatly trimmed (NO EXAGGERATED STYLES)

Staff shirts (optional) - St. George School Staff Shirt may be worn until November, and from April until the end of the school year.

Watch, ring, religious medal may be worn. No other jewelry.

### **GIRLS:**

Regulation school jumper/Grades K to 4 - worn to the knee or longer.

Light Blue blouse (long or short sleeve).

Navy blue socks (knee high).

Skort/Grades 5 to 8

V-neck sweater vest - Grades 5 to 8

St. George School Staff Shirt - Grades 5 to 8 (dates same as boys)

Dark blue saddle shoe (regulation only, no mark soles).

Hair - neat styles (NO EXAGGERATED STYLES).

Watch, ring, religious medal may be worn and only one earring per ear, no bigger than a quarter.

No make-up or colored nail polish.

No decorations of any kind are to be worn on the uniform unless special permission has been given to do so. This would include buttons, stickers, etc.

No sneakers may be worn at any time except during gym class.

Uniforms and school shoes may be purchased at the following store:

DiGiulio's School Uniforms & Shoes

6948 Frankford Avenue

215-333-5512

### **Dress Down Guidelines**

#### **Students may wear:**

- \*jeans, slacks
- \*tennis shoes
- \*short socks
- \*shorts no shorter than three inches above the knee
- \*skirts no shorter than three inches above the knee
- \*skorts
- \*sweatshirts
- \*jogging suits
- \*nail polish
- \*jewelry
- \*dresses

#### **Students may not wear:**

- \*flip-flop sandals
- \*no open back shoes
- \*tank tops

- \*T-shirts with inappropriate writing
- \*tennis shoes that convert to roller skates
- \*biker shorts
- \*pajama pants
- \*yoga pants
- \*leggings worn as pants – leggings must be worn with a dress or skirt
- \*make-up
- \*low cut blouses/tops
- \*clothing that is extremely tight
- \*hats

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL AND ASSISTANT PRINCIPAL.**

### **Lost and Left**

Any items left in the school building or on the school grounds should be given to the school receptionist to be placed in the Lost and Left basket. **Items placed in the Lost and Left remain there for 10 days. After 10 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Parents are to be advised that many items are actually *placed* in the Lost and Left by the student when the student would like a different item. Parents are encouraged to look for their child's item in the Lost and Left box.

### **Lunch Program**

Saint George School offers a morning snack and hot lunch program daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks or excessive amounts of candy. **Parents should not bring lunches or drinks from carry-out restaurants.**

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, custody, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

## Parents As Partners

As partners in the educational process at Saint George School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences and other school functions;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy; **(these notes are kept for one year)**

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems;

To not post negative comments about the school, students, teachers, or the administration on social media.

### ***Parent's Role in Education***

We, at Saint George School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saint George School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others.** Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saint George School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. **To divide authority between school and home or within the home will only teach disrespect of all authority.** If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships. Talking negatively about a child's teacher at home will only create an attitude of distrust toward the teacher, the school, and the parent.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your

child may perceive discipline as restrictive. However, it is boundaries and limits, which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. Parents are encouraged to let their child experience a logical consequence for an inappropriate action or behavior. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### ***Home and School Association***

Saint George School Home and School Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

### ***Promotion Policy/Retention/Transfer Policy***

Advancement to the next grade in Saint George School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be **TRANSFERRED** to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at Saint George School.

### ***Report Cards/Progress Reports***

**Report Cards** are important tools for communication. Report Cards will be given three (3) times during the academic school year, or once per trimester

**Progress Reports** will be given prior to the first report card at the discretion of the teacher.

No student will be given a Progress Report or Report Card if tuition, debit cards, library fines, or After School Care Program fees are in arrears.

### **Service Projects**

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned fall and spring service project. A parent coordinator will be assigned to each class and oversee the organization and participation of each project. All grades have been assigned a specific area of stewardship emphasis. **Grades K through 2** will be organizing events directed towards helping other children. Projects in **grades 3 through 5** will emphasize the sick and elderly of our community, and the **6<sup>th</sup> through 8<sup>th</sup> grades** will participate in projects directed toward the hungry and homeless.

### **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure. Visitors may be asked to show identification in the form of a driver's license or other government issued identification.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

### **Volunteers**

All individuals who volunteer in the school must complete the Volunteer Sign-Up sheet and will be asked to complete the Diocesan mandated background check.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

## Right to Amend

Saint George School reserves the right to amend this Handbook. Notice of amendments may be sent to parents through e-mail communication.

### TELECOMMUNICATIONS USE AGREEMENT

#### *Telecommunications Use Agreement*

*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Saint George School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, flash drives, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, or games from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

***Parent Signature Page***

I have read the 2018/2019 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_

\_\_\_\_\_  
Parent (Legal Guardian) signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent (Legal Guardian) signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

**\*Parents and students must both sign.**

**SIGNED FORM DUE TO SCHOOL OFFICE BY SEPTEMBER 14, 2018.**

**PHOTO-VIDEO REFUSAL**

I **DO NOT** give permission for my son/daughter

\_\_\_\_\_ (Grade \_\_\_\_\_ ) to be photographed or

videotaped at Saint George Catholic School. In doing so, I recognize

that he/she may be **excluded from certain events and activities** so as not

to be photographed or videotaped.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Return by September 14, 2018